

BOARD OF DIRECTORS MEETING MINUTES

Monday, January 27, 2014
6:00 P.M.

A. Opening Business

- Call to Order - The meeting was called to order at 6:00 PM.
- Pledge of Allegiance
- Roll Call
 - Board Members present: Mr. Engle, Mr. Frederick, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Reck, Mr. Roland, Mrs. Shea
 - Board Members absent: Mrs. Daubert
 - Student Board Members absent: Zach Sheaffer, Garrett Reichart, Woodrow Wagaman (alternate)
 - Also Present: Dr. Scola, Mr. Wentz, Mr. Fry, Mrs. Dubbs, Mrs. Frock, Mrs. Houck, Mrs. Hilyard, Mr. Hershner, Dr. Krout, Eric Hartman, HEA; Mike Vaux, HPESPA; Darlene Klenk, Megan Stitt, Andy Novosedliak

B. Recognition of Visitors

C. Public Comments

BOARD MEMBER RECOGNITION MONTH

- ### D. Approval of Minutes from Past Meetings - The Board is requested to approve the minutes of November 25, 2013; December 2, 2013; and January 13, 2014.
- Minutes 11-25-13 ([enclosure](#))
 - Minutes 12-02-13 ([enclosure](#)) ([enclosure](#))
 - Minutes 01-13-14 ([enclosure](#))

BOARD ACTION:

The minutes were approved with no corrections.

E. Committee Reports

York School of Technology – Kelly, Representative - There was a meeting last Thursday. They looked at current enrollment numbers. So far ten districts have approved the budget.

Recreation - Shea, Representative - No Report

PN Advisory – Daubert, Representative - No Report

Meet & Discuss Professional, Classified & Administrative – Engle, Chair; Daubert, Kelly - No Report

York Adams Earned Income Tax Bureau - Reck, Representative; O'Connor, Alternate - The delinquent accounts have been given for 2013. He noted that the Borough is also using them for their delinquent accounts. A meeting is being held tonight.

Lincoln Benefit Insurance Trust - Wentz, Representative - There will be a meeting this Thursday.

Legislative Liaison with Pennsylvania School Board Association – Shea, Representative - There is a bill that passed the House that would require a pre-employment drug test for all School employees and was sent to the Senate. Bill 1741 would require 48 hours notice when there is a vote on union contract. It was sent to the Senate Education Committee.

Policy Committee – Frederick, Chair; Shea, Lingg - They recently met and there are three policies on the agenda for final approval.

Educational Programs Committee - Daubert, Chair; O'Connor, Reck - The next meeting will be on Wednesday.

Building & Grounds Committee - Roland, Chair; Lingg, Engle ([enclosure](#)) - They added some capital reserve items for next year. The trees at the stadium have been replaced and are doing well with watering bags. We will be staying with the same chemical treatment company for the football field. We now have the capability to see real time electric consumption. The back door at the Administration office has been replaced as well as the first portion of the security door in the front of the admin office. The Middle School security will be changed over the summer months.

Student Board Members - Sheaffer, Reichart, Wagaman (alternate) - No Report

F. Superintendent's Report - Dr. Scola

- Administration - Mrs. Hilyard and Mrs. Houck both have master's degrees from Penn State University. He is pleased to have them onboard.
- High School Correspondence- High School parents will be receiving correspondence. A letter is required because they are a focus designation school based on Keystone scores in literature, biology and PSAT participation. We will be strengthening our curriculum through Dr. Seiple's leadership. There are ten teachers on the agenda to approve to attend AP workshops so they are properly trained. Nine of the courses will be offered next fall. We will be offering metal technology next year because of generous support from the Foundation. We will also offer blueprint reading and CAD. We will be adjusting our science curriculum based on data with a heavy mathematical weight with significant impact. Dr. Scola felt that we are moving in the right direction.

G. Standing motions regarding Personnel

A. Personnel

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

Substitute Employees:

Robert Zakula, day-to-day substitute teacher, effective December 20,

2013.

Robert Lance, day-to-day substitute teacher, effective December 2, 2013

Carrie Heiland, day-to-day substitute cafeteria worker, effective immediately.

- 2) Employment - The Board was requested to approve the following employment items:

David Albright, head varsity softball coach, effective for the 2013-2014 school year. Rate of compensation will be \$2,714.00 ([enclosure](#)).

- 3) Job Description - The Board was requested to approve the following revised job description.

Technology Help Desk - Technology Support Specialist ([enclosure](#))

- 4) **New Business:**

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

Administrative Employee:

Joel Hain, High School Principal, effective January 27, 2014.

Classified Employee:

Patricia Nace, part-time teaching assistant, effective January 31, 2014.

Supplemental Employees:

Logan Myers, assistant middle school volleyball coach, effective immediately.

Kimberly Wetzel, regular adult patrol, effective January 17, 2014. Mrs. Wetzel will remain on the district's day-to-day substitute adult patrol list.

- b) Leaves of Absence- The Board was requested to approve the following request for leaves of absence:

Nicole Brown, grade 5 teacher at the Middle School, FMLA leave of absence for childrearing/childbearing, effective approximately February 17, 2014, to approximately May 19, 2014, but no longer than 12 weeks allowable FMLA leave.

Dr. Pamela Smith, Hanover Street Principal, request for extension of Sabbatical for Restoration of Health, for the second semester through the end of the 2013-2014 school year, June 30, 2014.

Carroll List, standing adult patrol, uncompensated medical leave of absence effective January 8, 2014 to June 6, 2014.

Richard Beamer, part-time custodian, request to extend uncompensated medical leave of absence through February 14, 2014.

Faye Krepps, high school guidance secretary, FMLA Intermittent leave for medical reasons, effective January 6, 2014 to approximately February 14, 2014. Ms. Krepps' leave will be uncompensated.

- c) Conferences/Workshops - The Board was requested to approve the following request for conferences/workshops:

Lois Dubbs Cindy Bull	Attendance/Child Accounting Professional Association March 19-20, 2014 Hershey, PA \$728.24 (enclosure)
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Jennifer Gomulka Deb Smith Eugene Kraus Bryan Beichler Marie Smith	Advanced Placement Training (enclosure) March 19-22, 2014 River Grove, Illinois \$5,536.00 approximately (Paid through Federal Funds)
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Teresa Erdman Kevin Wyrick Megan Stitt	Advanced Placement Training (enclosure) February 28-March 2, 2014 Robbinsville, New Jersey \$1,414.00 approximately (Paid through Federal Funds)
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Vicki Kozdron Mary Deery	Advanced Placement Training (enclosure) March 5-8, 2014 Norwood, Massachusetts \$2,500.00 approximately (Paid through Federal Funds)
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- d) Employment - The Board was requested to approve the following employment items:

Administrative Employees:

Tessa Hilyard, Acting Principal at Hanover Street Elementary,

effective January 27, 2014, through June 20, 2014. Mrs. Hilyard will serve as Acting Principal during the sabbatical leave of Dr. Pamela Smith. At the conclusion of Dr. Smith's leave, Mrs. Hilyard will be returned to her regular assignment as Student Achievement/ Intervention Specialist. Mrs. Hilyard will receive \$5,000.00 additionally for her duties as Acting Principal.

Catherine Houck, High School Principal, effective January 28, 2014. Rate of compensation will be \$98,000.00 prorated for the remainder of the 2013-2014 school year.

Classified Employee:

Kelly Hostetter, part-time custodian, effective January 30, 2014. Rate of compensation will be \$10.01 per hour ([enclosure](#)).

Supplemental Employee:

Connie Harness, gameworker, effective for the 2013-2014 school year. Rate of compensation will be a listed on SA-107a Athletic/Event for Payment form.

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

Teaching Assistant - part-time 5.5 hours

BOARD ACTION:

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

G. Standing Motions regarding Policy

- 1) Policies - The Board was requested final approval per the Policy Committee:
- [008](#) Organizational Plan
 - [213](#) Grading of Student Progress
 - [246](#) District Wellness

BOARD ACTION:

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

- 2) Information Only - Regulations
- [005-R1](#) Standing Committees
 - [006-R1](#) School Board Meeting Guide

H. Student Disciplinary Action

- 1) The Board was requested to approve the Board Expulsion Waiver for a student in violation of district policy ([enclosure](#)).

BOARD ACTION:

Mr. Engle made a motion to approve the Board Expulsion Waiver as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0.

I. Standing Motions regarding Finance

- 1) Monthly Reports - November and December - The Board was requested to approve the following November (enclosure at planning meeting) and December (enclosures) monthly reports

[Investment Report](#)

[Board Summary](#)

[Tax Collector](#)

[Tax Collector Quarterly](#)

[Student Activities MS](#)

[Student Activities HS](#)

BOARD ACTION:

Mr. Roland made a motion to approve the monthly reports as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

- 2) Check Registers - The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$1,581,619.41, Capital Reserve totaling \$526.87, and Cafeteria totaling \$35,227.65. Grand total \$1,617,373.93. ([general fund](#)) ([capital reserve](#)) ([cafeteria](#))

BOARD ACTION:

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

- 3) Lincoln Intermediate Unit # 12 General Operating Budget 2014-2015 - The Board was requested to approve the LIU #12 General Operating Budget for the 2014-2015 school year in the amount of \$9,949,493 (2.3% increase from prior year) with all district contributions of \$787,638 (2.1 % increase from prior year) and Hanover Public School District contribution of \$14,510.24 (\$18,729.91 for 2013-2014) ([enclosure](#))

BOARD ACTION:

Mrs. Shea made a motion to approve the Lincoln Intermediate Unit #12 General Operating Budget as presented. Seconded by Mr. Roland and passed on a roll call vote of 8-0.

- 4) York County School of Technology 2014-2015 Budget - The Board was requested to approve the York County School of Technology 2014-2015 Budget with total amount not to exceed \$26,474,817, 5.52% increase (100 students and 2 faculty member additions (\$25,089,580 for 2013-2014) with the District's costs for 2014-2015 estimated to be \$228,315, an increase of 1.49% (\$224,970 adjusted in 2013-2014) based upon 23 students including regular education, special education and transportation. ([enclosure](#)) ([enclosure](#))

DISCUSSION:

Dr. O'Connor noted that they are going up 5.5% but our cost will go up 1.49%. If we had more students attend, our cost would go up. It was noted that we pay less than \$10,000 per student.

BOARD ACTION:

Mr. Kelly made a motion to approve the York County School of Technology budget as presented. Seconded by Mr. Frederick and passed on a roll call vote of 8-0.

- 5) Local Audit Report - Smith Elliott Kearns & Company - The Board was requested to approve the independent audit report as issued by Smith Elliott Kearns and Company, CPA's for the 2012-2013 fiscal year end of June 30, 2013 as presented to the Budget and Finance Committee. ([enclosure](#)) ([enclosure](#)) ([enclosure](#))

DISCUSSION:

Mrs. Lingg noted that the local audit was presented to the Budget and Finance committee and all of the Board members present tonight also attended the meeting. The Board is not voting without understanding and due diligence.

BOARD ACTION:

Mr. Kelly made a motion to approve the Local Audit Report as presented. Seconded by Mr. Roland and passed on a roll call vote of 8-0.

- 6) Hanover Public School District General Fund Budget Resolution Index 2014-2015 - The Board was requested to approve the Act 1 Resolution indicating intent to not exceed the 2.5% increase to millage rate for the 2014-2015 budget year. ([enclosure](#))

DISCUSSION:

Dr. O'Connor noted that this does not mean we are asking for the increase at this point but indicating we will not exceed the 2.5%. Mr. Wentz stated that we are just following timeline guidelines by the state.

BOARD ACTION:

Mr. Roland made a motion to approve the General Fund Budget Resolution Index as presented. Seconded by Mr. Kelly and passed on a roll call vote of 8-0.

- 7) Real Estate and Per Capita Taxes Exonerations from Collection - Leroy Wentz - Tax Collector - The Board is requested to exonerate Leroy Wentz, Tax Collector, from the collection of the following tax bills:

Real Estate Taxes (bill amounts listed as face value, penalty also due) bills turned over at December 31, 2013 to York County for collection:

2013 Real Estate Taxes to York County 327 bills \$421,907.56 ([enclosure](#))
(prior year 213 bills \$501,435.76)

2012 Real Estate Taxes to York County 1 bill \$2,449.01 ([enclosure](#))

Per Capita/Occupational Taxes (bill amounts listed as face value, penalty also due) bills turned over at December 31, 2013 to York Adams Tax Bureau for collection:

2013 Full Per Capita/Occupational Taxes to YATB 2,309 bills \$45,760.00
([enclosure](#))

2012 Interim Per Capita/Occupational Taxes to YATB 575 bills \$11,470.00
([enclosure](#))

Per Capita/Occupational Taxes exonerated for indicated reason:

2013 Full Per Capita/Occupational Taxes 643 bills \$12,380.00 ([enclosure](#))

2012 Interim Per Capita/Occupational Taxes 317 bills \$6,310.00 ([enclosure](#))

BOARD ACTION:

Mr. Kelly made a motion to approve the Real Estate and Per Capita Tax Exonerations as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

- 8) LIU Joint Purchasing Bid Award Approval - Fall Paper - The Board is requested to approve the award to W.B. Mason, Co. for 320 cases of white paper at total cost of \$7,462.40.

DISCUSSION:

Mr. Wentz noted that the cost per case has been holding steady and the number of cases ordered has decreased.

BOARD ACTION:

Mr. Kelly made a motion to approve the LIU Joint Purchases Bid for fall paper as presented. Seconded by Mr. Frederick and passed on a roll call vote of 8-0.

K. Public Comment

Mrs. Lingg announced that there was an executive session prior to the meeting to discuss personnel and student discipline issues.

Several board members will be attending the Vida meeting tomorrow evening at Gettysburg.

L. Adjournment

The planning meeting will be Monday, February 10, at 6 PM in the boardroom.

The next board meeting will be Monday, February 24, at 6 PM in the boardroom.

Mr. Engle made a motion to adjourn the meeting and seconded by Mr. Kelly. The meeting was adjourned at 6:25 PM.