

Hanover Public School District
School Board Planning Meeting
January 12, 2015 - 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: Mr. Engle, Mr. Frederick, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Reck, Mr. Roland, Mrs. Shea

Board Member absent: Mrs. Daubert

Also Present - Dr. Scola, Dr. Seiple, Mr. Wentz, Mrs. Frock, Mr. Fry, Mrs. Dubbs, Mrs. Houck, Mr. Bauer, Dr. Krout, Mrs. Hilyard, Dr. Smith, Mr. Hershner, Mrs. Gunnet, Mr. Czap, Darlene Klenk, HEA; Eric Brown, Rick Keller

II. Recognition of Visitors :

Public Comment:

III. Human Resource Director Report - Mrs. Bj Frock ([enclosure](#))

- Act 168 of 2014 - New Employment History Reviews
 - This is a new law into effect regarding employment history. It monitors arrests and became effective December 22, 2014. New hires fall under this law. It requires us when hiring a new employee to contact their current employer as well as all former school entities or other jobs involved with children. It doesn't matter how long ago the involvement. If there is any false information provided, it could involve civil penalties. It requires that we send a form to the former employer and they have 20 business days to send the completed form back. It will need to be confirmed on the TIMS website also. We must have all forms returned before employment. If someone wants to transfer to another job in the school, they would also have to do this. If there is anything listed, a secondary form must be sent in order to release all information. This information is not subject to Right to Know. This procedure will delay hirings as it will take time to have all of the requests returned to the

District. Attempts will be made to have as much initial paperwork completed at job application.

- Act 153 of 2014 - Child Protective Services Law Changes - This applies to all current and prospective employees, independent contractors and volunteers. Any of the three clearances prior to three years is now out of date. They have one year to obtain their clearances and submit all three. Anyone previously grandfathered without clearances must do them right away. We have conducted an audit of files and there will be a notice sent to all employees. There will be a three-year cycle and need to track independent contractors and volunteers. The cost is \$28.75 for fingerprinting and two clearances of \$10 each. Volunteers are difficult to verify that they have been in Pennsylvania for the past ten years so they will need to complete as well. We are looking to possibly buy a fingerprinting machine with several other districts at a cost of \$5,100 for the machine and \$600 yearly maintenance fee to be split among a set of School Districts. We will not be allowed to hire without clearances and the process will be delayed. We will be sending information out and sharing with staff and volunteer organizations and individual volunteers. Mrs. Klenk noted that PSEA did send out emails to all members.

IV. Matters for Which Board Action is Required

A. Personnel

- 1) Resignation - The Board was requested to approve the following resignation:

Substitute Employee:

Lea Lease, day-to-day substitute teaching/personal assistant and lunchroom/playground supervisor, effective immediately.

- 2) Retirement - The Board was requested to approve the following retirement:

LPN Employee:

Donna Heebner, LPN Instructor, retirement effective December 23, 2014. Mrs. Heebner is retiring with 7.75 years of service to the district.

- 3) Employment - The Board was requested to approve the following employment item:

Substitute Employee:

Kimberly Wetzel, day-to-day substitute personal assistant effective immediately. Rate of compensation will be \$10.89 per hour.

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

Lisa Fry, art and gifted teacher, FMLA leave of absence request for childbearing/childrearing, effective approximately April 3, 2015 through the end of the 2014-2015 school year. Mrs. Fry will be using paid leave prior to beginning leave without pay.

David Fry, district technology director, FMLA leave of absence request for childrearing, effective approximately April 3, 2015, to April 10, 2015.

Stacey Zitto, adult patrol, uncompensated leave of absence for medical reasons, effective January 30, 2015 to approximately March 6, 2015.

- 5) Conferences/Workshops - The Board was requested to approve the following conference/workshop:

Cindy Bull Attendance/Child Accounting Professional Assoc.
Lois Dubbs Hershey, PA
February 25-26, 2015
\$777.50 (enclosure)

BOARD ACTION:

Mr. Kelly made a motion to approve the employment items as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0.

B. Policies

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

- 138 English as a Second Language (ESL) Program
- 333 Professional Development
- 433 Professional Development
- 533 Professional Development
- 627 Tax-Exempt Bonds Compliance Procedures

- 2) Policy - The Board was requested final approval to delete the following policy:

- 919 District/School Report Cards

BOARD ACTION:

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

C. 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 \$2,447,639.04, Capital Reserve totaling \$3,821.72 and Cafeteria totaling \$26,402.61. Grand total \$2,477,863.37. (general fund) (capital reserve) (cafeteria)

BOARD ACTION:

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

- 2) Monthly Reports - The Board was requested to approve the following November monthly reports:

Board Summary
Investment Report
Tax Collector
Student Activities MS
Student Activities HS

BOARD ACTION:

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

- 3) Annual Local Independent Audit Report 2013-2014 - The Board was requested to approve the independent audit report as issued by Smith Elliott Kearns and Company, CPA's for the 2013-2014 fiscal year end of June 30, 2014 as presented to the Budget and Finance Committee. (enclosure1) (enclosure2) (enclosure3) (enclosure4) (enclosure5)

DISCUSSION:

The board met in the Budget and Finance meeting prior to the board meeting where the audit was presented in detail. Mr. Roland congratulated Mr. Wentz and Dr. Scola for a job well done.

BOARD ACTION:

Mr. Roland made a motion to approve the annual local independent audit report for 2013-2014 as presented. Seconded by Mr. Kelly and passed on a roll call vote of 8-0.

- 4) York County School of Technology Budget 2015-2016 - The Board was requested to approve the York County School of Technology 2015-2016

Budget with total amount not to exceed \$27,363,624, 3.36% increase (\$26,474,817 for 2014-2015) with the District's costs for 2015-2016 estimated to be \$345,798, an increase of 2.34% or cost per student of \$10,264.11 (\$337,886 adjusted in 2014-2015 or cost per student of \$10,238.97) based upon 33.69 students (adjusted to 33.00 October 1, 2014 actual enrollment, originally based upon 23 students for 2014-2015 at cost per student of \$10,802.45, adjusted to 33.00 October 1, 2014 actual enrollment) including regular education, special education and transportation.([enclosure1](#)) ([enclosure2](#))

DISCUSSION:

Mr. Wentz noted that there was an increase in enrollment by ten students to the York County School of Technology, however, the cost per student went down. Mr. Wentz will let York County School of Technology know of the approval.

BOARD ACTION:

Mr. Kelly made a motion to approve the York County School of Technology Budget for 2015-2016 as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

- 5) Lincoln Intermediate Unit #12 Joint Purchasing Fall Paper Bid Award - The Board was requested to approve the award to Contract Paper Group, Inc. for 440 cases of white paper at total cost of \$10,824.00.

BOARD ACTION:

Mr. Reck made a motion to approve the paper bid award as presented. Seconded by Mr. Kelly and passed on a roll call vote of 8-0.

- 6) Facilities Request Waiver - The Board was requested to approve a waiver for the rental of the high school auditorium for the Penguin Project Gettysburg Community Theatre from Chad-Alan Carr for May 3 through May 8, 2015, 5:30 PM to 9:00 PM and May 9 12:00 PM to 4:00 PM. Required costs are custodial, security and sound engineer.

DISCUSSION:

Dr. Scola felt that it is a great project. He will contact Mr. Carr. This was done at Gettysburg last year and a huge success for all.

BOARD ACTION:

Mr. Roland made a motion to approve the facilities request waiver as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0.

- 7) Donation - The Board was requested to approve a donation from Jim Smith of tools to the Metal Lab at an estimated cost of \$2,500 used (cost of new tools estimated at \$15,000)

DISCUSSION:

Mr. Wentz noted that this is a wonderful donation and top of the line tools. It was thought that this gentleman has a tie to Peter Sheppard and he wanted to help with the community outreach.

BOARD ACTION:

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

V. Superintendent's Report - Dr. John Scola

- Practical Nursing Program - The 101st graduation was held this week. It went very well and was the end of an era. In the past there was a \$30,000 deficiency in money for the program and less than 20% of the graduates were Hanover residents. He felt that it was outside of the mission of K-12. A committee met with Hanover Hospital, HACC, and York School of Technology to make sure the student's needs would be met. This also helped with the much needed space for the metal shop. There were over \$100,000 raised in donations and ninety-three students have a metal shop class which is one-fourth of the High School. The three full time nursing instructor employees are now employed and we never lost accreditation. Thank you to Mrs. Campbell for the phenomenal job in helped to "close with class".
- 2015-2016 District Calendar ([enclosure](#)) - The draft has been distributed to HEA and HPESPA. If you have any questions or concerns, please contact Dr. Scola by email. PIAA won't change the start date for fall sports. All York County has approximately the same start date. Dr. O'Connor wondered if the early start time had to do with state testing and more days in front of the testing. Dr. Scola stated that academic achievement is our goal. It will be on the agenda for the next meeting.

VI. Assistant to the Superintendent's Report - Dr. Susan Seiple

- Clearview Elementary Achievements - Clearview was one of the top 5% of elementary schools in the state. It was selected as a distinguished school. We will be sending two teachers to be recognized at a conference in Pittsburgh. Congratulations to everyone who helped in that school. A SPP report will be given at the next board meeting.

VII. Planning/Discussion (items for January 26, 2015)

A. Budget and Finance

- 1) Check Registers
- 2) Monthly Reports - December
- 3) Preliminary General Fund Budget Approval 2015-2016
- 4) Real Estate and Per Capita Exoneration - Leroy Wentz
- 5) LIU #12 General Operating Budget 2015-2016 (enclosure)
- 6) Deputy Tax Collector

VIII. Public Comment

Mrs. Lingg noted that a yearbook picture of board members will be taken on February 9 at 5:45 prior to the board meeting.

The Alumni Association is forming a sub committee for fundraising. They will meet three to four times a year. They want a board member to be part of the committee. Mrs. Lingg volunteered to represent the board. Mr. Roland volunteered to be an alternate.

IX. Adjournment

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

Mr. Roland made a motion to adjourn the meeting. The meeting was adjourned at 6:53 PM.