

## PERSONNEL COMMITTEE

March 9, 2009

### ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

Call to Order -- The meeting was called to order at 6:10 P.M.

Roll Call -- Members present: Mrs. Lingg (Chair), Mrs. Hersh, Mr. Zeigler, Mrs. Smith

Also Present -- Mr. Bortner, Dr. O'Connor, Mr. Smith, Mr. West, Mr. Yingst, Dr. Dillon, Mr. Klenk, Mrs. Smith, Ms. McDermitt, Dr. Doll, Mr. Wentz, Mrs. Gunnet, Mr. Lehman, Mr. Albin, Mrs. Dubbs, Tony Grimes, Matt Mowrey, James Kraft, York County School of Technology; Shawn Klunk, Linda Yowaiski, HPESPA; Heather Faulhefer, Evening Sun; Brian Koppenhaver, PSEA; Shawn Klunk, Maria Shea, From HEA: Debby Herring, Bryant Foreman, Jobie Zepp, Lauren White, Sara Little, Eric Hartman, Megan Stitt, Charles Stitt, Teresa Erdman, Sandy Chase, Barb Sanders, Victoria Kozdron, Curtis Roberts, Joanne Hahn, Mary McKim

#### 2.0 PERSONNEL

**Minutes** – The Personnel Committee was requested to approve the minutes of the February 9, 2009, meeting.

##### COMMITTEE ACTION:

Mrs. Smith made a motion to approve the minutes as presented. Seconded by Mrs. Hersh and approved by the committee.

##### PUBLIC COMMENTS:

Mrs. Hersh stated that Deb Smith, a middle school teacher, won a Teacher Impact Award through WGAL Channel 8. She was one of five teachers to receive this award. She will be interviewed on Wednesday. There will be a banquet held on May 18 to honor her and anyone is invited to attend. Mr. Zeigler stated that his daughter was greatly impacted by Mrs. Smith.

- a) **Change in Co-curricular position**-The Committee was requested to recommend Board Approval to change the following co-curricular position:

**Middle School Girls Basketball #1 Intramural** (currently not used)  
Change to **Middle School Science Olympiad (enclosure)**

##### COMMITTEE ACTION:

Mr. Zeigler made a motion to approve the change in co-curricular position as presented. Seconded by Mrs. Hersh and approved by the committee.

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- b) **Resignation-** The Committee was requested to recommend Board approval of the following resignation:

**Substitute Employee:**

**Kimberly Bethas**, substitute healthroom assistant, removal of name from the substitute listing effective immediately.

**COMMITTEE ACTION:**

Mr. Zeigler made a motion to approve the resignation as presented. Seconded by Mrs. Hersh and approved by the committee.

- c) **Employment** – The Committee was requested to recommend Board approval for the following employment items contingent upon receipt of all necessary employment documents:

**Supplemental Employees:**

**Debra Rinker** and **Tiffanie Garman**, middle school Science Olympiad intramural co-advisors, effective for the 2008-2009 school year. Rate of compensation is \$434.00 to be split evenly at \$217.00 each (**enclosure**).

**Carolyn Owens**, substitute teaching assistant, effective immediately. Rate of compensation will be \$9.53 per hour.

**COMMITTEE ACTION:**

Mrs. Smith made a motion to approve the employment items as presented. Seconded by Mr. Zeigler and approved by the committee.

- d) **Conferences/Workshops** – The Board was requested to approve the following conferences/workshops (**enclosure**):

**Dr. Wesley Doll**  
**Mark Hershner**

Pa. Association of Federal Program Coordinators (PAPFC)  
Seven Springs, PA  
April 5-8, 2009  
Approximate Cost - \$1500 (total for both)  
(Paid for by Federal Funds)

**COMMITTEE ACTION:**

Mrs. Hersh made a motion to approve the conferences/workshops as presented. Seconded by Mr. Zeigler and approved by the committee.

- e) **Other Business** – None

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**ADJOURNMENT:**

Mr. Zeigler made a motion to adjourn the meeting. Seconded by Mrs. Smith. The meeting was adjourned at 6:15 P.M.

**THE NEXT PERSONNEL COMMITTEE MEETING IS SCHEDULED FOR APRIL 13, 2009,  
AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**

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**CURRICULUM AND TECHNOLOGY COMMITTEE**

**MARCH 9, 2009**

**ADMINISTRATION BUILDING**

**MINUTES**

**OPENING BUSINESS**

- Call to Order -- The meeting was called to order at 6:15 P.M.
- Roll Call -- Members present: Mr. West (Chair), Dr. O'Connor, Mrs. Hersh, Mrs. Smith
- Also Present -- Mr. Bortner, Mrs. Lingg, Mr. Smith, Mr. Zeigler, Mr. Yingst, Dr. Dillon, Mr. Klenk, Mrs. Smith, Ms. McDermitt, Dr. Doll, Mr. Wentz, Mrs. Gunnet, Mr. Lehman, Mr. Albin, Mrs. Dubbs, Tony Grimes, Matt Mowrey, James Kraft, York County School of Technology; Shawn Klunk, Linda Yowaiski, HPESPA; Heather Faulhefer, Evening Sun; Brian Koppenhaver, PSEA; Shawn Klunk, Maria Shea, From HEA: Debby Herring, Bryant Foreman, Jobie Zepp, Lauren White, Sara Little, Eric Hartman, Megan Stitt, Charles Stitt, Teresa Erdman, Sandy Chase, Barb Sanders, Victoria Kozdron, Curtis Roberts, Joanne Hahn, Mary McKim

**3.0 CURRICULUM AND TECHNOLOGY**

**Minutes** – The Curriculum and Technology Committee was requested to approve the minutes of the February 9, 2009, meeting.

**COMMITTEE ACTION:**

Mr. West made a motion to approve the minutes as presented. Seconded by Dr. O'Connor and approved by the committee.

**PUBLIC COMMENTS:**

Mrs. Sara Little stated that the art department is celebrating Youth Arts Month. Hanover students have work on display at the Hanover Arts Guild. They are open from Monday through Saturday until 5:00 P.M. Some art students attended a meet the artist sponsored by the Friends of the Library. Some students participated in designing a cover for the Magic Show at the Eichelberger Performing Arts Center. Three students received honorable mentions and Dona Tolic received first place.

a) **Other Business** –

**Curriculum Committees** - The Administration made a recommendation on curriculum committees throughout the District.

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Dr. Doll presented an overview of what is in place as of now in regard to monitoring curriculum in the elementary, middle school and high school levels. Mr. Smith wondered how the representatives to the committee were chosen. Dr. Doll stated that there is a representative from each building and each grade level. Mr. Albin stated that a team leader is open to everyone. In the elementary level there is a representative from K-2, 3-4, and specials from each building. Each person on the committee is voted to be on by their faculties. Dr. Doll stated that the collaborations have been very successful in the Middle School. In addition to the committees in place, the District also implements teacher surveys, curriculum writing, In-Service Days, and Curriculum Writing. The Administration conducts monthly curriculum council meetings. The Administration's recommendation is to have a Curriculum Committee Meeting with Administrators and Board Members at 3:00 P.M. on the second Thursday of every month. Mr. Smith felt that the 3:00 P.M. time was a bad time. Mrs. Smith stated that 4:30 P.M. was the earliest that she could attend. Dr. Dillon stated the committee has to start with standards and go horizontal as well. Mr. Bortner noted the new school on Pine Street that was highlighted at a past board meeting and what they are hoping to accomplish. Mr. Smith wondered why there was no math curriculum committee at the High School. Dr. Dillon stated that there is an actual math department at the High School and a Math Team at the Middle School. Dr. O'Connor wondered if it would be okay to change the time to 4:30 P.M. Mr. Yingst stated that it would have to be advertised.

**ONE-TO-ONE LAPTOP INITIATIVE**

Mr. West stated that the Administration is researching other programs including Glendale, Upper Adams and Kutztown. They are looking to visit Kutztown in the summer or another one closer. Dr. Doll is putting together questions and collecting some more information. Dr. O'Connor stated that at Glendale there have been a lot of problems. We should look toward the future. It has been successful at Kutztown and not a success at Glendale. It was stated that it would be good to look at the problems as well as the success.

Dr. O'Connor stated that he has looked at the Language Arts curriculum on Firefly. He has been trying to figure out why Hanover students do not do as well as other students on PSSA tests. He thought that it could be the map of when the information is taught. He is concerned that we are not matching the curriculum to the test. Dr. Doll stated that we currently in the process of working on curriculum for science and math. Would we want to completely change another major subject at the same time? Dr. O'Connor stated that we should make sure we are teaching to eligible content and rewrite the curriculum as soon as possible. Dr. Doll stated that they are all linked with standards and that discussions have been in place. Firefly is not completely finished. We use assessment anchors provided by the state. In regard to eligible content, for third grade PSSA's the eligible content is backed into in second, first and kindergarten so it is not all given in one year. The District has been aligning math and science and will get everything written down eventually. Dr. O'Connor wondered when it will be completed. Dr. Doll stated that a date has not been finalized but it will be brought to the Board to get final approval. Dr. O'Connor wondered why we are so low. Mrs. Sara Little, a high school teacher, stated that a lot of it is apathy and what

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the students really think about the tests. Dr. O'Connor wondered what incentives could be given. Mrs. Pam Smith stated that the PSSA's are here to stay. She felt that in regard to the assessment anchors the Language Arts curriculum is the most aligned. One of the ways to improve is for the students not be allowed to close the books until they are finished. Dr. Doll stated that when he was a principal at Washington they got two new textbooks in the same year. The teachers were overwhelmed. He felt that revisions should be made along the way and this is a huge undertaking. Mrs. Hersh stated that a lot of the day is spent on Language Arts and getting ready for the PSSA's.

Dr. O'Connor noted that competency tests are coming. Mr. West stated that it was good for the Board to ask questions but he felt that the Board should leave the alignment up to the professionals. It does take time and hopefully the Board can become more active in discussions.

### **ADJOURNMENT:**

Mr. West made a motion to adjourn the meeting. Seconded by Mrs. Hersh. The meeting was adjourned at 6:57 P.M.

**THE NEXT CURRICULUM AND TECHNOLOGY COMMITTEE MEETING IS SCHEDULED FOR APRIL 13, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**

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**BUILDING AND GROUNDS COMMITTEE**

**MARCH 9, 2009**

**ADMINISTRATION BUILDING**

**MINUTES**

**OPENING BUSINESS**

- Call to Order – The meeting was called to order at 7:40 P.M.
- Roll Call - Members present: Mr. Smith (Chair), Mr. Zeigler, Mr. Bortner, Mr. West
- Also Present -- Mrs. Hersh, Mrs. Lingg, Dr. O'Connor, Mrs. Smith, Mr. Yingst, Dr. Dillon, Mr. Klenk, Mrs. Smith, Ms. McDermitt, Dr. Doll, Mr. Wentz, Mrs. Gunnet, Mr. Lehman, Mr. Albin, Mrs. Dubbs, Tony Grimes, Matt Mowrey, James Kraft, York County School of Technology; Shawn Klunk, Linda Yowaiski, HPESPA; Heather Faulhefer, Evening Sun; Brian Koppenhaver, PSEA; Shawn Klunk, Maria Shea, From HEA: Debby Herring, Bryant Foreman, Jobie Zepp, Lauren White, Sara Little, Eric Hartman, Megan Stitt, Charles Stitt, Teresa Erdman, Sandy Chase, Barb Sanders, Victoria Kozdron, Curtis Roberts, Joanne Hahn, Mary McKim

**5.0 BUILDING AND GROUNDS**

**Minutes** – The Building and Grounds Committee was requested to approve the minutes of the February 9, 2009, meeting.

**COMMITTEE ACTION:**

Mr. Smith made a motion to approve the minutes as presented. Seconded by Mr. Bortner and approved by the committee.

**PUBLIC COMMENTS:**

a) **Other Business**

1) **Middle School Roof Update**

**DISCUSSION:**

Mr. Baumgardner presented a CAD file of existing conditions. In regard to skylights some leak and some don't. The biggest issues is the 12" x 3' area that contains 30 screws and caulking keeps the water out. Mrs. Smith stated that there hasn't been problems in the middle area where the administration offices are located. Mr. Baumgardner stated that additional sections of the roof could be

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added, but not included in the original scope. He is proposing to do the obvious areas including the built up roof. He felt that there was no better time to construct due to the economy. Alternate bid areas could be above the library, gym and cafeteria. Mr. Bortner wondered what the cost would be for all those areas. Mr. Baumgardner stated it could go as high as \$1 million to do all those areas. Dr. O'Connor wondered if the roof would be removed. Mr. Baumgardner stated that the roof would not need to be removed but filling in pans with foam panels. Mr. Bortner wondered what kind. Mr. Baumgardner stated polyisocyanurate. Mr. Bortner wondered if it would last 20 years. Mr. Baumgardner stated that it would last that long. Other additions would be metal cap on the top and punch holes through walls. He felt that it would be a foolproof method. He thought that the District should do the worst parts now. The costs are going up especially the natural resources. Dr. O'Connor wondered if it should be done over the summer due to the noise. Mr. Baumgardner felt that it can be done in the summer and it would probably be a two to three month project and penalties for lack of meeting deadlines could be imposed. Clean up could be done at the end of the summer. The roof was designed to withstand a large amount of snow so he felt that the additional weight would not be a problem. Mr. Zeigler felt that the District should do the main problem areas first. Mrs. Hersh wondered what Tony Grimes' opinion was. Tony Grimes stated that the classrooms are the bad sections. He felt that we should get prices but have choices as to the extent of the project. Dr. O'Connor stated there would be a lot of supervision required. Mr. Smith noted that there would be a full inspection. Mr. Baumgardner stated that after looking at the project he felt that the additional downspouts were not a good idea. Mr. Wentz was given approval from PDE for this project. With approval at the next Board meeting, the bids could be in by the end of March.

**COMMITTEE ACTION:**

Mr. Zeigler made a motion to recommend that the project be sent to the full Board in regard to the Middle School roof and additional areas as alternatives. Seconded by Mr. Bortner Mr. Zeigler accepted a friendly motion to add the skylights on the cost. Seconded by Mr. Bortner and approved by the Committee.

**DISCUSSION:**

Mr. Baumgardner stated that he hasn't started the other projects yet but will soon. He felt that an educational program should be developed which drives the buildings. He would like to visit the kitchen at Clearview to see what they have along with a walk-through of the other elementary buildings. Dr. O'Connor felt that the scope was already given. Mr. Baumgardner stated that more details are needed. Mr. Bortner stated that he should physically look at the buildings. Mr. Baumgardner stated areas of interest include the library, intersection, and Administration area. He noted that it is a reimbursable project. Mr. Smith stated that Mr. Baumgardner should work with Dr. Doll in regard to what we have done already. Mr. Baumgardner stated that it has to be formalized. We need to have a formalized document that all agree on. Mr. West felt that administrators can provide the best information. It can be finalized and passed on to the Board. Dr. O'Connor stated that it shouldn't exceed the \$4 million limit. Mr. Zeigler stated



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that Mr. Baumgardner has stated that these buildings have been janitorialized to death. Mr. Baumbardner stated that the Hanover Street systems are worn out. More money will be spent on renovations than additions to these buildings. It was felt that a civil engineer should be engaged especially if the entrance is going to be changed at Hanover Street. Also, there is some consideration for the entrance to be changed at Washington Elementary. Mrs. Lingg felt that a walk-through was needed. Mr. Smith stated that walk-through tours should be set up. Mr. Baumgardner stated that he will contact Troy Wentz and times will be set up through him.

**2) Summer Workers**

**DISCUSSION:**

There was a question as to whether summer workers should be hired and if we wanted more experienced workers. Tony Grimes stated in the past there were a couple that mowed, but the younger workers washed desks. There was a lot they can't do, so he would prefer older if possible. Mrs. Frock stated that in the past they have hired older college or other younger. There were limitations for the younger workers. An advertisement could be made. Mrs. Lingg wondered if we could go to a temp agency. Mrs. Frock stated that you would end up paying more through a temp agency than advertising. Mr. Bortner felt that past and current workers be given first chance. Mrs. Lingg wondered if Tony Grimes could give an idea of how many were needed. Tony Grimes stated that there are only two employees at Hanover Street now and three other workers are needed to mow grass throughout the District. He thought there was already enough help at the High School. Mr. Smith stated that he would rather pay less people that are more useful. Tony Grimes said he will think about how many he thinks he would need. Mrs. Frock stated that the summer rate is lower at \$7.50 per hour, but the minimum wage is changing as of July 1. Dr. O'Connor wanted to see what is essential. He wondered about bidding out for the lawn mowing. Mr. Wentz stated that keeping things the same would increase costs. Mr. Wentz stated last summer no business office intern was utilized. Mrs. Smith wondered about the summer interns that were normally hired during the summer. One was for the personnel office, one in the business office and one as an elementary secretary that floats between buildings. Mrs. Frock noted that they are paid at a lower rate. Mrs. Smith felt that this was a different package and should go to personnel. Dr. Dillon stated that Tony Grimes should speak with Mrs. Frock about the maintenance summer workers.

- 3) Civil Engineer Recommendation for School Projects** – The Committee was requested to recommend Board approval for the advertisement of a bid for Civil Engineer Services for School Projects.

**COMMITTEE ACTION:**

Mr. Zeigler made a motion to approve the civil engineer recommendation for school projects as presented. Seconded by Mr. Bortner and approved by the committee 3-1. Mr. Smith cast the negative vote.

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**DISCUSSION:**

The Building and Grounds committee will meet with the Administration once a month. Mr. Wentz stated that it will need to be advertised. Dr. Dillon proposed that it be the first Tuesday of every month which would be Tuesday, April 7, and Tuesday, May 5. There will be a Budget Executive Session on Monday, March 16. Immediately following the March 16 meeting there will be an executive session for personnel issues.

**ADJOURNMENT:**

**The meeting was adjourned at 8:45 P.M.**

THE NEXT BUILDING AND GROUNDS COMMITTEE MEETING IS SCHEDULED FOR APRIL 13, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

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**BUDGET AND FINANCE COMMITTEE**

**MARCH 9, 2009**

**ADMINISTRATION BUILDING**

**MINUTES**

**OPENING BUSINESS**

Call to Order -- The meeting was called to order at 6:57 P.M.

Roll Call -- Members present: Dr. O'Connor, Chair; Mr. Smith, Mrs. Lingg, Mr. Bortner (Alternate)

Also Present -- Mrs. Hersh, Mrs. Smith, Mr. West, Mr. Zeigler, Mr. Yingst, Dr. Dillon, Mr. Klenk, Mrs. Smith, Ms. McDermitt, Dr. Doll, Mr. Wentz, Mrs. Gunnet, Mr. Lehman, Mr. Albin, Mrs. Dubbs, Tony Grimes, Matt Mowrey, James Kraft, York County School of Technology; Shawn Klunk, Linda Yowaiski, HPESPA; Heather Faulhefer, Evening Sun; Brian Koppenhaver, PSEA; Shawn Klunk, Maria Shea, From HEA: Debby Herring, Bryant Foreman, Jobie Zepp, Lauren White, Sara Little, Eric Hartman, Megan Stitt, Charles Stitt, Teresa Erdman, Sandy Chase, Barb Sanders, Victoria Kozdron, Curtis Roberts, Joanne Hahn, Mary McKim

**4.0 BUDGET AND FINANCE**

**Minutes** – The Budget and Finance Committee was requested to approve the minutes of the February 9, 2009, meeting.

**COMMITTEE ACTION:**

Mr. Smith made a motion to approve the minutes as presented. Seconded by Mrs. Lingg and approved by the committee.

**PUBLIC COMMENTS:** None

- a) **York County School of Technology Budget** – The Committee was requested to recommend Board approval of the proposed 2009-2010 York County School of Technology Budget. The total budget amount is \$22,396,919 or a 4.52% increase (\$21,427,339 for 2008-2009) and the District's costs for 2009-2010 are estimated to be \$332,945 or a 22.62% increase (\$271,524-revised estimate for 2008-2009) including regular education plus special education (**enclosure**).

**DISCUSSION:**

Dr. Kraft, from York County School of Technology, stated that the budget was a long process. There are tight constraints and it is built around enrollment. The more students who attend, the cheaper the rates per student. The cost for special education is also

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higher. The Adult Education is included but is self supportive. He stated that there was no new staffing and no increase in supply costs. A lot of the supplies for the school are provided by donations. Dr. O'Connor wondered if the 22 percent increase was a result of an increase of students. Mr. Kraft stated that there were 28 students projected for last year but we actually had 31 students attend. The cost is directly tied to enrollment and these estimates are a year behind. Mr. Wentz stated that these figures do not include the debt that is paid every year. Mr. Kraft stated that reimbursement follows payment. Mr. Zeigler stated that the Adult Ed program has gotten a lot of equipment that benefits the students as well. He stated that the cost to educate a student at York Tech is comparable to the cost for Hanover. He felt that it is a really good program for all students including adult ed. Mr. Kraft stated that the students do give back to the Hanover community. Money is not kept in reserve at the end of the year, and it has to go back to the districts. It is divided up according to enrollment.

**COMMITTEE ACTION:**

Dr. O'Connor made a motion to approve the York County School of Technology Budget as presented. Seconded by Mrs. Lingg and approved by the Committee.

- b) **Bid Advertisement for 2009-2010 Transportation Services** – The Committee was requested to recommend Board approval for the advertisement of a bid for transportation services for the 2009-2010 school year.

**DISCUSSION:**

Mrs. Lingg stated that the bid is only to get costs.

**COMMITTEE ACTION:**

Dr. O'Connor made a motion to approve the bid advertisement for 2009-2010 transportation services as presented. Seconded by Mrs. Lingg and approved by the committee.

- c) **Monthly Reports** – The Committee was requested to recommend Board approval of the following reports for the month of January (**enclosures**):

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

**COMMITTEE ACTION:**

Dr. O'Connor made a motion to approve the monthly reports as presented. Seconded by Mr. Bortner and approved by the committee.

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- d) **Donations** – The Committee was requested to recommend Board approval of donations of \$500 each from Susquehanna Bank and Wetzel Funeral Home as co-sponsors of the Spring Musical at the High School.

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**DISCUSSION:**

Mr. Smith felt that the donations should be noted on the website along with the musical advertisement. Mr. Fry stated that it was done in the past in regard to the sports photography.

**COMMITTEE ACTION:**

Dr. O'Connor made a motion to approve the donations as presented. Seconded by Mrs. Lingg and approved by the committee.

- e) **Donation** – The Committee was requested to recommend Board approval of a donation of \$210 by Eric Werling from the extended Lingg family to be utilized for the Elementary Instrumental Music Program.

**COMMITTEE ACTION:**

Dr. O'Connor made a motion to approve the donation as presented. Seconded by Mr. Bortner and approved by the committee.

- f) **INFORMATIONAL ITEM** – 2009-2010 Budget Presentation  
Mr. Wentz presented a budget snapshot with preliminary numbers. He stated that the budgeting process is never done. He noted that a lack of funding still exists from the state. Some of the issues discussed were basic ed subsidy, PSERS, additional tech person, charter school students, and insurance rates with Lincoln Benefit Trust. In regard to PSERS the budgeted amount is 4.78%. PASBO is suggesting 7.13% which would add \$300,000 which was not in the preliminary budget. The big increase would be three years away. Charter school enrollment have stabilized right now, but there was a \$268,000 increase from the budgeted amount. The District will be partially reimbursed by the state. Some future considerations would be increase in electric and insurance rates. Mr. Wentz gave a tentative timeline with final approval on May 26 or June 8. If the Board waits until the last meeting of June 22, it hinders getting the bills out to the taxpayers. On Monday, March 16, there will be an advertised budget workshop beginning at 5:00 P.M. March 23 is the next Board meeting and additional discussions could be held.

- g) **Other Business** –  
Dr. O'Connor stated that he was looking over past Board minutes and saw that the Foundation was not part of the auditing process. Mr. Wentz stated that the Foundation was reviewed December 31, 2008, but the Foundation has not met to accept the review yet. Mr. Wentz stated that he would provide to the Board the review draft.

**ADJOURNMENT:**

The meeting was adjourned at 7:40 P.M.

**THE NEXT BUDGET AND FINANCE COMMITTEE MEETING IS SCHEDULED FOR APRIL 13, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**