

BOARD OF DIRECTORS MEETING MINUTES

Monday, January 23, 2012

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: Mrs. Daubert, Mr. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Dr. O'Connor, Mr. Roland, Mr. Watson
 - Board Member absent: Mrs. Lingg
 - Student Board Members absent: Kyle Sheely, Marta Gomez, Zachary Sheaffer

 - Also Present: Dr. Moyer, Dr. Smith, Mr. Wentz, Mrs. Frock, Mrs. Gunnet, Mr. Hershner, Mr. Grimes, Mr. Samuelsen, Mr. Fry, Mrs. Dubbs, Mike Vaux, HPESPA; Bruce Jendras
- B. Special Recognition - Abbey Rhodes – Dr. Moyer commended Abbey on her fourth year for the Teddy Bear Toss, which she started. They received teddy bears and donations to be given to children with cancer. This program has raised over \$5,000 and over 5,000 teddy bears and will be an ongoing project.
- C. Recognition of Visitors and Public Comments - None
- D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of November 28, 2011; December 5, 2011; December 15, 2011; and January 9, 2012.
- Minutes 11-28-11 ([enclosure](#))
 - Minutes 12-5-11 (Reorganization) ([enclosure](#))
 - Minutes 12-5-11 ([enclosure](#))
 - Minutes 12-15-11 ([enclosure](#))
 - Minutes 1-9-12 ([enclosure](#))

BOARD ACTION:

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

E. Committee Reports

York School of Technology – Roland, Representative – Mr. Roland attended his first administrative meeting. He recently toured the facility which was very impressive. During the tour he met a couple of our students.

Recreation – Lingg, Representative – No Report

PN Advisory – Funk, Representative – Mrs. Funk stated that she had the pleasure to attend the 95th class graduation. She urged other board members to attend the next one in July.

Meet & Discuss Professional, Classified & Administrative – Funk, Chair;

O'Connor, Watson – No Report

Joint Wage Tax – Edwards, Representative; O'Connor (Alternate) – Hanover Area Earned Income Tax office will be audited for 2011 and should be completed by the end of March. Adams York Tax office officially started collecting the new taxes. The policies are now in place.

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

Legislative Liaison with Pennsylvania School Board Association – Funk – Dr. O'Connor stated that they are now back in session.

Key Communicator's Network – All – The next meeting will be Wednesday, January 25, from 11:30 to 1:00. All are invited.

Policy Committee – Watson, Chair; Engle, Funk, Lingg – Mr. Watson stated that there are many policies on the agenda for tonight's meeting.

Stadium Promotion Committee – Funk – The next meeting is February 6 at 3:30 in the Boardroom.

Educational Instruction Committee - O'Connor, Chair; Funk, Watson – They met last Tuesday. They looked at curriculum and a policy with a staffing formula. The next meeting will be the third Tuesday in February due to the holiday and will begin at 4:00 PM.

Student Board Members - Sheely, Gomez, Sheaffer – No Report

F. Superintendent's Report

- Key Performance Indicators (KPI Report-Letter "M") – They are looking at a template for the reports. He will be working with the Administrative team to keep the Board informed.

-Donation to Elem. Schools - \$2,000 - Joanne Fabrics – The money will be split between the three elementary schools.

-Board President Training Camp/PSBA ([enclosure](#)) – The Training camp was very helpful. They received many pieces of information that they are looking to implement.

-Board Meeting Guide/Protocol/Guidelines for Public contribution ([enclosure](#))

-Intranet/Web-based Personnel Directory – This is a new directory that will save paper and make it easy to keep updated.

-Key Communicator's Network (Wed. Jan. 25th/11:30-1 p.m.)

-YWCA Grant ([enclosure](#))

-School Calendar Draft (2012-13) ([enclosure](#)) – Give any suggestions to Dr. Moyer or Lois Dubbs.

-Commonwealth of PA Single Audit Report/Federal Funds ([enclosure](#)) – This was from 2009/2010. Dr. Moyer congratulated Mr. Wentz since they had no findings.

- Mark Hershner/Han. Street Elem.-board recognition – Hanover Street presented the Board with items from Hanover Street. Each grade level recognized them with an LFS strategy.

G. Director of Secondary Education Report - Dr. Smith

-Gates Foundation/Struggling Readers Grant – Dr. Smith stated that this grant is huge. Pennsylvania will be given \$38 million and schools could get up to \$2 million.

Administrators put a lot of information into the grant and was a group effort. The grant

focuses on literacy from birth through kindergarten. The District is partnering with Head Start.

- The Middle School are getting ready for PSSA's. Students redid their smart goals which helps them plan ahead to be successful.

- High School has a new course "Careers and Entrepreneurship". It will include online banking, and working with community. They are setting up a scheduling committee which will include teachers. They are looking to offer remediation time.

H. Standing motions regarding Personnel

1) New Business

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

Substitute Employees:

Ellie Pfaff, substitute school nurse, effective January 9, 2012.

Tiffany Barnhart, substitute teacher, effective immediately.

Brad Hill, Head Varsity Softball Coach, effective immediately.

Victoria Hudak and Sandra Offett, part-time LPN instructors, effective immediately.

BOARD ACTION:

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

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

Supplemental Employee:

Shawn Klunk, gameworker, effective for the 2011-2012 school year. Rate of compensation will be as listed on the SA 107a, Athletic Event Report for Payment.

Substitute Employees:

Katelyn Baublitz and Toni Bollinger, day-to-day substitute teachers, effective for the 2011-2012 school year. Rate of compensation will be \$95.00 per day.

Classified Employee:

Sarah Enoff transfer from 4.5 hour part-time cafeteria worker to 6 hour part-time cafeteria worker effective January 30, 2012. Rate of compensation will remain the same.

BOARD ACTION:

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

- c) Leaves of Absence - The Board was requested to approve the following

requests for leave of absence:

Bryn Krapf, elementary teacher, request for FMLA leave of absence, effective approximately May 16, 2012, through the end of the 2011-2012 school year. Mrs. Krapf will be using paid leave.

Lisa Fry, middle school art teacher, request for FMLA leave of absence, effective approximately May 1, 2012, through the end of the 2011-2012 school year. Mrs. Fry will be using paid leave.

BOARD ACTION:

Mr. Edwards made a motion to approve the leaves of absence as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

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

Ron Gross Wilson Wrestling Tournament ([enclosure](#))
James Blake February 10-11, 2012
 West Lawn, PA
 \$306.36 (cost for meals & lodging paid by HABC)

David Cataldo District III SC Individuals ([enclosure](#))
Nate Murren February 24-25, 2012
Ronald Palmer Hershey, PA
 \$945.00 (cost for meals & lodging)

David Cataldo Southeast Regional Wrestling Tournament
Nate Murren March 2-3, 2012 ([enclosure](#))
Ronald Palmer Reading, PA
 \$756.36 (cost for meals & lodging)

David Cataldo PIAA Finals ([enclosure](#))
Nate Murren March 8-10, 2012
Ronald Palmer Hershey, PA
 \$1066.95 (cost for meals and lodging)

Jeremy Flores PSADA Conference/Training Program ([enclosure1](#))
 ([enclosure2](#))
 March 20-23, 2012
 Hershey, PA
 \$888.50 (cost for registration and dues,
 transportation, meals, lodging & workshop)

BOARD ACTION:

Dr. O'Connor made a motion to approve the conferences/workshops as presented. Seconded by Mr. Watson

DISCUSSION:

Mrs. Funk stated that she added up the costs for the District III SC Individuals and it added up to \$845 instead of 945. There was a math error on the enclosure.

BOARD ACTION:

Mr. Edwards made a motion to approve the conferences/workshops with the correction. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

I. Standing Motions regarding Policy

1) Policy - The Board was requested tentative 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

BOARD ACTION:

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

2) Policy - The Board was requested tentative 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

DISCUSSION:

Mr. Watson noted that the policies up for deletion are no longer used in the School District and are old and obsolete.

BOARD ACTION:

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

J. Standing Motions regarding Educational Programs/Curriculum

1) Informational Item: January 17 Meeting Notes

K. Standing Motions regarding Building and Grounds

- 1) Borough Agreements - The Board was requested to approve the Borough Agreements ([Moul enclosure](#)) ([Myers enclosure](#))

BOARD ACTION:

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

L. Standing Motions regarding Finance

- 1) Check Registers - The Board was requested to approve the following check register: General Fund including athletic, middle school and high school activity accounts totaling \$1,121,088.53, Construction totaling \$141,030.38, Capital Reserve totaling \$150,158.06 and Cafeteria totaling \$29,553.89. Grand total \$1,441,830.86 (enclosures). ([Cafeteria](#)) ([Capital Reserve](#)) ([Construction](#)) ([General Fund](#))

BOARD ACTION:

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

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

Investment Report ([Nov](#), [Dec](#))
Board Summary Report ([Nov](#), [Dec](#))
Student Activities Report MS ([Nov](#), [Dec](#))
Student Activities Report HS ([Nov](#), [Dec](#))
Cafeteria Report (Nov - [HS](#), [MS](#), [C](#), [HanS](#), [W](#))
(Dec - [HS](#), [MS](#), [C](#), [HanS](#), [W](#))
[Quarterly Summary](#)
Construction Contracts Update ([current](#))

DISCUSSION:

Dr. O'Connor noted that the cafeteria reports are new and different. He noted that when we raise prices it didn't hurt sales. They are actually buying more lunches. He noted that when we are \$34,000 in debt to the cafeteria that is one third the cost of a teacher. Mr. Wentz stated that some of that is due to timing. It would depend on the month. Dr. Moyer stated that the cafeteria advisory committee meetings have been very productive. They are looking at ways to increase participation. The fact that the schools can now prepare food in their schools has been positive. They are looking at positive working relationships.

BOARD ACTION:

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

- 3) Real Estate Tax and Per Capita Tax Bill Exonerations - The Board was 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, 2011 to York County for collection
2011 Real Estate Taxes to York County 370 bills \$467,701.33
2010 Real Estate Taxes to York County 14 bills \$11,325.75

Per Capita Taxes (bill amounts listed as face value, penalty also due)
bills turned over at December 31, 2011 to Berkheimer and Associates for
collection
2011 Full/Interim Berkheimer and Associates collection 1,617 bills
\$31,800.00
2010 Interim Berkheimer and Associates collection 726 bills \$14,460.00
2009 Interim Berkheimer and Associates collection 32 bills \$640.00

Per Capita Taxes for exoneration
2011 Full Exoneration-meet eligibility for exoneration 104 bills \$2,080.00
2010 Interim Exoneration-meet eligibility for exoneration 489 bills
\$9,780.00
2009 Interim Exoneration-meet eligibility for exoneration 3 bills \$60.00

BOARD ACTION:

Mrs. Funk made a motion to approve the real estate tax and per capita tax bill
exonerations as presented. Seconded by Dr. O'Connor and passed on a roll call
vote of 8-0.

- M. KPI Report – Dr. Moyer stated that we need a little more time to get this information.
- N. Other Business – Dr. O'Connor stated that grants are a new technique but the schools must qualify for them. Many do not get the money but it requires the administration to put in a lot of time to do this. Mr. Edwards wondered how far we would go back to educating children in terms of pre kindergarten years.
- O. Public Comment - None
- P. Next meeting date:

The next Planning meeting will be Monday, February 13, at 6:00 PM in the Boardroom.
The next Board meeting will be Monday, February 27, at 6:00 PM in the boardroom.

Q. Adjournment

Dr. O'Connor made a motion to adjourn the meeting. Seconded by Mr. Edwards. The meeting was adjourned at 6:45 PM.