

## BOARD OF DIRECTORS MEETING MINUTES

Monday, January 28, 2013

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. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson
  - Board Members absent: Mrs. Daubert
  - Student Board Members absent: Linsay Bowersox, Zac Sheaffer, Garrett Reichart (alt)
  - Also Present: Dr. Moyer, Mrs. Dubbs, Mrs. Frock, Mr. Wentz, Mr. Hershner, Mr. Hain, Mr. Grimes, Dr. Krout, Mrs. Gunnet, Katy Petiford, Evening Sun; Linda Yowaiski, HPESPA; Mike Vaux, HPESPA; Andy Novosedliak, Amanda Morgret, Becky Glatfelter, Joanne Hahn, Darlene Klenk, Dennis & Nancy Fahey, Tania Kuhn, Dawn Reck, Erin Smith, Maureen Edelin, Kathi Martin, Stacie Heath, Roger Sweeney, Deb Smith, Joyce Merrel, Laura Silver

### B. Recognition of Visitors

### C. Public Comments

RBC Capital Markets - Mr. Ken Phillips Bond Refinancing Update -  
INFORMATION ONLY ([enclosure](#)) ([enclosure](#))

Mr. Phillips presented to the Board a recap of the recent bond refinancing from last week that saved the District \$2,000,000. Including the bond refinancing from last year the total savings to the District is \$2,625,000. The length of the bonds were not extended and the District paid an additional \$750,000 and \$1,000,000 respectively to pay down principal. The result is debt service being reduced by \$425,000 for the next 10 years.

- ### D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of November 19, 2012, November 26, 2012, December 6, 2012 (reorganization), December 6, 2012, and January 14, 2013.
- Minutes 11-19-12 ([enclosure](#))
  - Minutes 11-26-12 ([enclosure](#))
  - Minutes 12-6-12 reorganization ([enclosure](#))
  - Minutes 12-6-12 ([enclosure](#))
  - Minutes 1-14-13 ([enclosure](#))

### BOARD ACTION:

The minutes were approved with no corrections.

### E. Committee Reports

York School of Technology – Kelly, Representative - Mr. Kelly and Mrs. Lingg attended a

dinner prepared by the students on January 23. There are 14 new students to attend York Tech next year. They are planning to give 7th grade students a tour of the facilities. There are 43 seats allotted to Hanover for next year with an anticipated use of 22 seats. The District pays for the seats utilized. Mrs. Lingg spoke regarding a senior that was from Hanover that helped to prepare the food. She helped with an excellent meal but she is not going to go on with food preparation for her career. She received a \$70,000 scholarship to go to college for nursing.

Recreation – Lingg, Representative - No Report

PN Advisory – Funk, Representative - Mrs. Funk reported that the graduation went well. The new 99th class attended almost a month so far. She felt that it was a beautiful ceremony.

Meet & Discuss Professional, Classified & Administrative – Engle, Chair; Daubert, Funk - Mr. Engle noted that they are in the process of getting organized.

Joint Wage Tax – Edwards, Representative; O'Connor (Alternate) - No Report

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

Legislative Liaison with Pennsylvania School Board Association – O'Connor - No Report

Key Communicator's Network – All - Dr. Moyer noted that some organizations are interested in joining the group.

Policy Committee – Watson, Chair; Engle, Funk, Lingg - Mr. Watson noted that there are policies on the agenda for approval.

Stadium Promotion Committee - Funk - The next meeting will be the first Monday in March.

Educational Programs Committee - Daubert, Chair; O'Connor, Watson - No Report

Student Board Members - Bowersox, Sheaffer, Reichart - No Report

- F. Spotlight Report
- Elementary Instrumental Music Program Update

Dr. Moyer stated that we have been concerned about numbers in the music department and felt that we need to put efforts into improving the elementary level. Mr. Novosedliak stated that there are currently 53 students in orchestra and 31 students in band at the fourth grade level. They have instituted many new initiatives to get students interested in music. Everyone was invited to come to the spring concert and listen to the kids. Mr. Kelly wondered if they would be interested in entertaining the chamber next month. Mr. Novosedliak didn't think they would be ready yet. Mr. Czap noted that at the holiday concert there were no seats left in the audience. Dr. O'Connor was wondering if a report could be made as to the students who stay with the program every year and a report from the Middle School and High School. Dr. Moyer felt that we need to retain at the higher levels. Many students stop orchestra to do band because they can't do both.

- G. Director of Curriculum and Instruction Report - Dr. Pam Smith & Dr. Al Moyer
- January In-Service - Staff members participated in mandated ethics training,

- curriculum writing, LFS strategies and benchmark assessments.
- DIBELS Assessment/FDK - This is the first year for FDK and they are examining moving all students toward Core.
- Banner Dedication (February 1 vs. Delone Boys) - The banners were as a result of a \$3,400 donation from the booster club. There will be a dedication ceremony at the Delone Boys basketball game on Friday night.
- School Board Appreciation ([enclosure](#)) - A clip was shown of students thanking board members. Dr. Moyer noted that board members give many hours and that it is a volunteer position.

H. Standing motions regarding Personnel

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

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).

**BOARD ACTION:**

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

- 3) Approval of Memorandum of Understanding (MOU) - The Board was requested

to approve the MOU for a retirement incentive between HEA, ESPA and Administration and the District ([enclosure](#)).

**BOARD ACTION:**

Mr. Edwards made a motion to approve the memorandum of understanding as presented. Seconded by Mr. Roland.

**DISCUSSION:**

Mr. Roland felt that he didn't have adequate time to see the information. Mr. Edwards wondered if there was a time limit for this. Mrs. Frock stated that the date could be adjusted.

**BOARD ACTION:**

Mr. Roland made a motion to table the motion. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

4) New Business:

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

Classified Employees:

Drena Laughman, part-time 3-hour cafeteria worker, effective January 29, 2013. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

Seth Reese, part-time 3-hour cafeteria worker, effective January 29, 2013. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

Beth Sanderson, regular adult patrol, effective January 29, 2013. Rate of compensation will be \$25.91 per day ([enclosure](#)).

Charles Shipley, part-time custodian, effective date to be determined upon release from current employer. Rate of compensation will be \$10.32 per hour ([enclosure](#)).

Renita Brown, personal assistant part-time 4-hours at Washington, recall from prior notice of furlough, effective recall of December 10, 2012 (current).

Supplemental Employees:

Ronald Palmer, assistant varsity track coach, effective for the 2012-2013 school year. Rate of compensation will be \$1990.00. ([enclosure](#)).

Andrew Merrel, Intramural Gymnastics Coach, effective for the 2012-2013 school year. Rate of compensation will be \$434.00 ([enclosure](#)).

Substitute Employees:

Tammy Anslow and David Staub, day-to-day substitute teachers, effective for the 2012-2013 school year. Rate of compensation will be \$95.00 per day (completed.)

- b) Conference/Workshops - The Board was requested to approve the following conferences/workshops:

David Cataldo                      Varsity Wrestling - PIAA Finals ([enclosure](#))  
Nate Murren                        Hershey, PA  
Ron Palmer                         March 7-9, 2013  
Total Cost to District- \$951.00

Dave Cataldo                      Varsity Wrestling - Regionals ([enclosure](#))  
Nate Murren                        Reading, PA  
Ron Palmer                         March 1-2, 2013  
Total Cost to District - \$717.00

Dave Cataldo                      Varsity Wrestling - Individual ([enclosure](#))  
Nate Murren                        Hershey, PA  
Ron Palmer                         February 22-23, 2013  
Total Cost to District - \$876.00

DISCUSSION:

Dr. O'Connor wanted to make sure that the money was in the budget of athletics. It was stated that it was in the athletic budget and part of the wrestling program.

BOARD ACTION:

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

- c) Contract Renewal - The Board was requested to approve the details of a renewal contract with Dr. Alan Moyer for a three (3) year term, effective July 1, 2013, through June 30, 2016.

BOARD ACTION:

Mr. Roland made a motion to renew Dr. Moyer's contract as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0.

I. Standing Motions regarding Policy

- 1) Policy - The Board was 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

DISCUSSION:

Mr. Roland stated that he read through them and he felt that there was no mention of cost reductions and best practices mentioned which should be stated in budget preparation. He felt that it was important to the document. Mr. Edwards stated that we do practice best practices and we are audited for that. Mr. Roland felt the policies should be sent back to the Budget and Finance committee. Mr. Engle felt that there were several policies that would lend themselves to this wording. Mr. Wentz wanted it noted that we do look at cost reduction and best practices. Mrs. Lingg felt that this should have been brought up in previous meetings before final approval.

BOARD ACTION:

Mr. Roland made a motion to split the policies. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0. Mr. Roland made a motion for final approval of the policies as presented. Seconded by Dr. O'Connor and was defeated on a roll call vote of 2-6. Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor and Mr. Roland voted no.

- 2) Policies - The Board was requested tentative approval for the following policies:
- [006](#) Meetings
  - [007](#) Distribution
  - [008](#) Organizational Plan
  - [011](#) Board Governance Standards/Code of Conduct
  - [228](#) Student Government

DISCUSSION:

Mr. Roland felt that policy 008 needs to be pulled and needs more discussion.

BOARD ACTION:

Mr. Roland made a motion to pull out policy 008 and seconded by Mrs. Lingg. Passed on a roll call vote of 8-0.  
The remaining policies passed on a roll call vote of 8-0.

- 3) Regulations - The Board was requested approval for the following regulations:
- [005-R1](#) Standing Committees
  - [006-R1](#) School Board Meeting Guide
  - [008-R](#) Line of Responsibility

BOARD ACTION:

Dr. O'Connor made a motion to table 006-R1 and 008-R until final approval of the corresponding policies. Seconded by Mrs. Lingg and passed on a roll call vote of 8-0.

Mrs. Funk made a motion to approve Regulation 005-R. Seconded by Mr. Roland was approved on a roll call vote of 8-0.

J. Standing Motions regarding Curriculum

- 1) High School Program of Studies - The Board was requested to approve the program of studies for the High School for the 2013-2014 school year ([summary](#)) ([enclosure](#)) ([addendum](#)).

BOARD ACTION:

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

K. Standing Motions regarding Finance

- 1) Student Vans Purchase (2) - The Board was 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](#)).

BOARD ACTION:

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

- 2) Lincoln Intermediate Unit #12 General Operating Budget Approval 2013-2014 - The Board was requested to approve the LIU #12 General Operating Budget for 2013-2014 in the amount of \$9,724,887 (less than 1% increase from prior year) with all district contributions of \$771,438 (1.7% increase from prior year) and Hanover Public School District contribution of \$18,729,91 (\$18,280.50 for 2012-2013) ([enclosure](#))

DISCUSSION:

Mr. Wentz noted that our allocation increased \$450.

BOARD ACTION:

Mrs. Funk made a motion to approve the LIU general operating budget for 2013-2014 as presented. Seconded by Mr. Edwards and passed on a roll call vote of 8-0.

- 3) York County School of Technology Budget Approval 2013-2014 - The Board was requested to approve the York School of Technology Proposed 2013-2014 Budget with total amount not to exceed \$25,089,580 (\$24,478,249 for 2012-2013)

with the District's costs for 2013-2014 estimated to be \$216,049, an increase of 10.56% (\$195,411 adjusted in 2012-2013) based upon 20 students including regular education, special education and transportation. ([Budget enclosure](#)) ([Cost Summary enclosure](#)) ([Budget Resolution enclosure](#))

DISCUSSION:

It was noted that our contribution increased 10% due to two more students. We only pay for students that we send. Mr. Wentz noted that York School of Technology is not able to carry a fund balance from year to year so Districts either receive an extra invoice or a refund check at year end based upon actual expenses.

BOARD ACTION:

Mr. Roland made a motion to approve the York County School of Technology Budget for 2013-2014 as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

- 4) Monthly Reports - November and December - The Board was requested to approve the following monthly reports (enclosures)
- Investment Report - [November](#) and [December](#)
  - Board Summary - [November](#) and [December](#)
  - Tax Collector - [November](#), [December](#) and [quarter end December](#)
  - Student Activities Report MS - [November](#) and [December](#)
  - Student Activities Report HS - [November](#) and [December](#)
  - Cafeteria - participation by building through November  
([HS](#)) ([MS](#)) ([Cl](#)) ([HanSt](#)) ([W](#))

BOARD ACTION:

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

- 5) Check Registers - The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$1,596,331.77, Capital Reserve totaling \$820.20, and Cafeteria totaling \$37,758.08. Grand total \$1,634,910.05. ([Cafeteria](#)) ([Capital Reserve](#)) ([General Fund](#))

DISCUSSION:

Mr. Roland wondered if the students pay for their yearbooks. It was stated that they do and also take from the student activity fund. At Clearview the PTO purchases a yearbook for each student.

BOARD ACTION:

Mr. Edwards made a motion to approve the check registers as presented.



Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

- 6) Proposed Preliminary General Fund Budget 2013-2014 - The Board was requested to approve public notice of intent to adopt the 2013-2014 Proposed Preliminary General Fund Budget at the February 11, 2013 meeting.

DISCUSSION:

Mr. Wentz noted that this was brought up in the Budget and Finance meeting. They are following the timeline to file to Department of Education for an exception. The reason would be a retirement increase. The preliminary budget would need to be approved at the February 11 meeting to get a higher exception. The exception could be granted or denied by the Department of Education. The Board would not have to use the exception. It was felt because of the federal fiscal cliff which has a deadline on March 27 that there could be an eight percent reduction to district federal funds. Also, the LIU could also see an eight percent reduction. That would be a higher cost to the LIU and therefore more money for their services. We file and then decide later but we can't wait until May to file based upon the PDE deadlines. Mrs. Funk stated that this is done every year whether or not to file an exception. Mr. Wentz stated that we would need to adopt a budget higher than the index and follow PDE's guidelines but it doesn't necessarily mean we would use it. Dr. O'Connor stated that it would preserve flexibility. The state continues to reduce funding and increase mandates. He would like an opportunity to examine if we vote for an exception. It would be about one percent more than the index of 2%. The exception comes from the state and the board could consider later. He felt that it was an insurance plan without a cost. Mr. Roland felt that we can reserve the option for one year. Dr. O'Connor stated that we are still \$1,000,000 out of balance. Mr. Engle felt that we need to see cuts and are spending beyond our means. Dr. O'Connor stated that costs that we have no control of are doing us in like pension, cyber schools, salaries, labor laws, and health benefits. Dr. Moyer stated that this buys time to make an educated decision. There would be clarity later with state funding, electric costs, and outsourcing. We would see what we are giving up and felt that it would be a prudent move to buy time. Mrs. Funk stated that we can't assault the taxpayer and wondered where they will come up with the money. Mr. Kelly suggested that they should come to the budget and finance meeting and get more engaged.

BOARD ACTION:

Mr. Edwards made a motion to approve the preliminary general fund budget for 2013-2014 as presented. Seconded by Mr. Watson and was defeated on a 3-5 vote. Mr. Engle, Mrs. Funk, Mr. Roland, Mr. Watson and Mr. Edwards voted no.

- 7) Real Estate and Per Capita Tax 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, 2012 to York County for collection  
2012 Real Estate Taxes to York County 213 bills \$501,435.76  
2011 Real Estate Taxes to York County 5 bills \$9,507.26

Per Capita/Occupational Taxes (bill amounts listed as face value, penalty also due) bills turned over at December 31, 2012 to York Adams Tax Bureau for collection

2012 Full Per Capita/Occupational Taxes to YATB 607 bills \$11,780.00  
2012 Interim Per Capita/Occupational Taxes to YATB 16 bills \$320.00  
2011 Interim Per Capita/Occupational Taxes to YATB 402 bills \$8,040.00  
2010 Interim Per Capita/Occupational Taxes to YATB 73 bills \$1,460.00

BOARD ACTION:

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

- 8) 2011-2012 Independent Audit Approval - The Board was requested to approve the 2011-2012 independent Audit Report as presented at Budget and Finance Meeting by Smith Elliott Kearns and Company, local auditors ([enclosure](#)) ([enclosure](#)) ([enclosure](#))

DISCUSSION:

Mr. Wentz noted that the audit approval is a formality and required each year. It is an independent look at the financial statements and internal controls of the District in relation to finance items. Mr. Roland complimented Mr. Wentz. Dr. O'Connor wondered if we need two audits since the Department of Education also does. Mr. Wentz stated that all school districts are required to do an independent financial audit each year. The state does a compliance audit every two to four years. This gives us assurance that the money is being taken care of and verifies bank statements. Mrs. Lingg wondered if cyber schools are required to do this.

BOARD ACTION:

Mrs. Funk made a motion to approve the 2011-2012 independent audit approval as presented. Seconded by Mr. Edwards and passed on a roll call vote of 8-0.

L. Other Business

M. Public Comment

Mr. Edwards congratulated Mrs. Funk on her 50th wedding anniversary.  
Mrs. Lingg announced that there was an executive session prior to the meeting for personnel issues.

Dennis Fahey thanked the board for not voting for the 1% exception. He felt that we should take the 1% for lawyers and sue the state for unfunded mandates.

Roger Sweeney also thanked the board for not voting for the exception. He felt that we could give up sports that do not have enough student participation to pay for teachers. We should look at those programs that don't have enough kids. He also didn't feel we should pay teachers to get their master's degree.

N. Next meeting date:

The planning meeting will be Monday, February 11, at 6 PM in the boardroom.

The next board meeting will be Monday, February 25, at 6 PM in the boardroom.

O. Adjournment

Mr. Edwards made a motion to adjourn the meeting. The meeting was adjourned at 7:40 PM.