

BOARD OF DIRECTORS MEETING MINUTES

Monday, March 25, 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: Mrs. Daubert, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson
 - Board Member absent: Mr. Edwards
 - Student Board Members present: Linsey Bowersox and Zac Sheaffer (Garrett Reichart arrived at 6:05 PM)
 - Also Present: Dr. Moyer, Dr. Smith, Mr. Wentz, Mrs. Frock, Mrs. Dubbs, Mr. Hain, Mr. Flores, Mr. Hershner, Mr. Czap, Mr. Grimes, Linda Yowaiski, HPESPA; Reagan Bitler, HEA; Mike Vaux, HPESPA; Katy Petiford, Evening Sun; Darlene Klenk, Dan Brady, Natalie Smith, Megan Stitt, Heather Wagaman, Jared Reck

B. Recognition of Visitors

C. Public Comments

HEA - Read Across America (Reagan Bitler & Megan Stitt) - Mr. Bitler and Mrs. Stitt presented \$250 worth of books for the High School library in honor of Read Across America for the month of March from the York County Coordinating Council . They will also be contributing \$150 to Guthrie Library for the purchase of books from the Hanover Education Association.

Special Recognition - Certified Nursing Assistant Program ([enclosure](#)) - Natalie Smith attended the meeting. She is one of two students that went through a course for HACCC for nursing. This is a high school credit but students pay for their own tuition. There is 120 hours of coursework involved and has been a tremendous success. The students rotated between fourteen different departments which will prepare them to be a registered nurse in the future.

D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of February 25, 2013, and March 11, 2013.

- Minutes 2-25-13 ([enclosure](#))
- Minutes 3-11-13 ([enclosure](#))

BOARD ACTION:

The minutes were approved with no corrections.

E. Committee Reports

York School of Technology – Kelly, Representative - At the meeting on February 28 the budget was passed. It was approved by 11 school districts. Two out of fourteen school districts didn't approve the budget. The Homebuilder Association took first place again this year. Joseph Sheeler from Hanover was involved in that project.

Recreation – Lingg, Representative - Mr. Roland attended the meeting. Dave Fry made

up a tool in google maps to locate where students are in the borough for summer playgrounds. Mrs. Lingg noted that this is a unique service and gives students supervised play.

PN Advisory – Funk, Representative - Mrs. Brown noted that she started with the program in the 10th class. In July we will be starting the 100th class. This is a highly rated program with highly rated clinical sites. There is a shortage of LPN's and feels they will always be needed. She will be retiring after another individual has been found to supervise the program.

Meet & Discuss Professional, Classified & Administrative – Engle, Chair; Daubert, Funk - Mr. Engle reported that they met on March 13th and Mrs. Frock is worked with the Board members on suggestions and another meeting will be scheduled to follow up.

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 - Dr. O'Connor reported that they are working on amendments to Chapter 4 which were approved by PDE lately. There are two major changes. Common Core Curriculum prepares students for life and careers. They are instituting reading throughout curriculum and practical applications for math. There are tests that students have to pass to graduate. There was a bill in regard to cyber schools for refunding using a different formula since they are double dipping by paying twice for pensions. It was noted that cyber schools are failing and they have turned down eight of the new ones that have applied. On the agenda is a PlanCon Resolution he is recommending that the Board adopt.

Key Communicator's Network – All - The next meeting will be the middle of April.

Policy Committee – Watson, Chair; Engle, Funk, Lingg - No Report

Stadium Promotion Committee - Funk - The next meeting will be April 1 at 4 PM in the boardroom.

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

Student Board Members - Bowersox, Sheaffer, Reichart - Linsey Bowersox participated in robotics with Physics II students at Dover. The robot was to pick up a coin and plant on an incline. Last Friday her class went to the Gamut Theater to see Romeo and Juliet. There was a total of six actors and actresses and they were allowed to ask questions at the end of the show. She recently participated in a steel drums concert and workshop. We were the first school district to hire Eric, an instructor for the steel drums, and she felt it was an unbelievable workshop and that Eric Fountain now helps other schools and is grateful to Hanover for first hiring him. She felt that it was an experience of a lifetime. There were seven students at the high school and eight students at the middle school that participated in the event. Miss Bowersox also serves on the Borough Council as a student representative. The Borough asked that we select someone else to serve next year and continue representation..

Zac Sheaffer spoke and presented pictures regarding his day serving as a page at the Capital with Representative Will Tallman. His day included a tour of the capital. He has an interest in interning and may be able to meet with Congressman Scott Perry in the near future.

Garrett Reichart spoke regarding the outsourcing of custodial services. He wondered if

this was a financial reason. He felt that the Board should balance the feeling of loyalty with financial reasons. Dr. Moyer noted that nobody takes pleasure in the process. We are open to suggestions from students as to how to balance the budget. This is not a performance issue but a cost-saving strategy. The high school will be doing the musical Phantom of the Opera the weekend of April 12th. He felt that it would be a wonderful show.

F. Spotlight Report

- Curriculum Update - Dr. Smith stated that everyone is excited about writing curriculum and she has received a great response. Language Arts was completed last year with Common Core Standards from K-12 and is ready to approve. The next in-service is this Thursday and they will be working on eligible content assessment anchors and common core and partner editing. They will be working on a new curriculum cycle this year. There was a question as to what the teacher does when the curriculum is completed. Dr. Smith stated that they then work on acquisition lessons. Dr. O'Connor stated when the curriculum is on the website the parents can oversee and that the curriculum would be same at each building. Dr. Smith stated that teachers would be looking at samples from other School Districts to get ideas. Garrett Reichart wondered if they are taking into consideration the accelerated students. Dr. Smith stated that we are looking at outside sources and offer other options.

G. Director of Curriculum and Instruction Report - Dr. Pam Smith

- Official Keystone Results - Dr. Hain stated that there was no marked difference in results from the preliminary to official results. We have surpassed the state averages in Algebra I and Literature.

H. Standing motions regarding Personnel

1. Employment - The Board was requested to approve the following employment items:

Classified Employee:

Marilyn Shultz, personal assistant, effective March 26, 2013. Rate of compensation will be \$10.32 per hour ([enclosure](#)).

Substitute Employee:

Theresa Henry, long-term substitute guidance counselor extension through the end of the 2012-2013 school year. Rate of compensation will remain the same as a long-term substitute.

2. LPN Salary Plan for 2013-2014 and 2014-2015 ([enclosure](#)).

BOARD ACTION:

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

3. New Business:

- a) Retirements ERIP - The Board was requested to approve the following retirements under Early Retirement Incentive Plan:

Professional Employees:

Effective June 6, 2013 end of the 2012-13 school year

Sara Little, High School Art Teacher, 38.3 total years all of which were at HPSD

Emily Emig, High School Special Education Teacher, 35.59 total years with 20 of those with HPSD

Carol Forbes, Elementary Librarian-- 28.5 years of service, with 17.3 of those with HPSD

Deborah Herring, Elementary Teacher, 28 years of service with 13 of those with HPSD

David Cataldo, Social Studies Teacher, 28.59 total years of service with 8.3 of those with HPSD

Administrative Employee:

Tony Grimes, Maintenance Supervisor, effective June 30, 2013. Mr. Grimes will be retiring with 39.8 total years of service all of which are to the district.

Classified Employees:

Stacey Yost, Payroll Clerk, effective June 30, 2013, 33.75 total years of service with 30.8 of those at HPSD

Deborah Hare, Head Custodian, effective June 30, 2013, 28.8 yrs. total years all at HPSD

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

Administrative Employee:

Mary Brown, LPN Program Coordinator, retirement effective approximately September 1, 2013. Final date to be determined based on program requirements. Mrs. Brown retiring with 6.5 years of service all of which are at HPSD.

Professional Employee:

Mary McKim, elementary teacher, effective June 30, 2013. Mrs. McKim is retiring with 7 years of service to the district.

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

Classified Employees:

Beth Sanderson, adult patrol, effective June 6, 2013.

Katie Anderson, part-time teaching assistant, effective June 6, 2013.

Drena Laughman, part-time cafeteria worker, effective June 6, 2013.

DISCUSSION:

Mrs. Lingg commented that these employees have over 120 years of experience and we will miss them all.

BOARD ACTION:

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

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

Supplemental Employee:

James Blake, assistant varsity track coach, effective for the 2012-2013 school year. Rate of compensation will be \$1,746.00 (current).

Mark Williams, head junior varsity baseball coach, effective for the 2012-2013 school year. Rate of compensation will be \$1,781.00(returning).

- e) Leave of Absence - The Board was requested to approve the following leave of absence:

Alexis Hoke, FMLA leave of absence, effective August 19, 2013 to approximately October 4, 2013 but not to exceed 12 weeks of FMLA. Mrs. Hoke will be using paid leave prior to beginning leave without pay.

BOARD ACTION:

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

- f) Outsourcing MOU for Mowing Services - The Board was requested to approve the MOU for Mowing Services ([enclosure](#))

BOARD ACTION

Mr. Roland made a motion to approve the Memorandum of Understanding for Mowing Services as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

- g) Approval to Advertise - The Board was requested to approve to advertise the following positions:

Payroll Clerk ([enclosure - job description](#))

Practical Nursing Program Coordinator/Financial Aid Officer

BOARD ACTION:

Dr. O'Connor made a motion to approve the advertisement for positions as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

h) DISCUSSION - Approval to Advertise for the following position:

Facilities Manager ([enclosure - job description](#))

DISCUSSION:

Mrs. Lingg noted that we need to fill the position in a timely manner. Board members should talk and give input regarding the description. She felt that we need to fill the position. If you have any questions regarding the description, see Mrs. Frock. Dr. O'Connor felt that if we require a bachelor's degree that would limit some of the qualified potential candidates. The person does need to be able to handle new technology and staff. Mrs. Frock stated that the description doesn't say a minimum. Mrs. Funk stated that she was having a difficult time with this. She didn't feel this position was necessary and could be a savings. We could spend the money on something else. The person should be hands on and still administrate since we have no major renovations and see nothing major. Dr. O'Connor stated that he didn't want inaccurate description because the salary association may be way too high. Mr. Engle stated that we need a modified description but we need to move on this. Garrett Reichart stated that he felt that money should apply to provide educational services. Mrs. Daubert questioned if we cut the description if we are able to add back to the job duties at a later time.

I. Standing Motions regarding Policy

1. Policies - The Board was requested tentative approval for the following policies:

- [232](#) Student Involvement in Decision-Making
- [601](#) Fiscal Objectives
- [602](#) Budget Planning
- [603](#) Budget Preparation
- [604](#) Budget Hearing
- [605](#) Tax Levy
- [607](#) Tuition Fees
- [608](#) Bank Accounts
- [610](#) Purchases Subject to Bid
- [613](#) Joint Purchasing
- [614](#) Payroll Authorization
- [616](#) Payment of Bills
- [618](#) Student Activity Funds
- [621](#) Local Taxpayer Bill of Rights
- [802](#) School Organization
- [803](#) School Calendar
- [805](#) Emergency Evacuation/Emergency Preparedness
- [807](#) Opening Exercises/Flag Displays

BOARD ACTION:

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

2. Informational - Regulations
 - [232-R1](#) Participatory Decision Making
 - [610-R1](#) Bidding Requirements
 - [805-R1](#) Evacuation of Schools

J. Standing Motions regarding Curriculum

1. York Adams Academy - The Board was requested to approve the contract for five sets for York Adams Academy for 2013-2014 at a cost of \$3,292 per seat ([enclosure](#)).

BOARD ACTION:

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

K. Standing Motions regarding Building and Grounds

1. Informational: Building & Grounds Meeting Report - March 14, 2013 ([agenda](#)) ([minutes](#)).
2. Floor Tile Bid for Middle School - The Board was requested to approve the floor tile bid for the Middle School from capital reserve funds at a cost of \$96,516.00 from Continental Flooring (total of 4 bids received) ([enclosure](#)).

DISCUSSION:

Mrs. Funk wondered if we have to take the low bid. Mr. Wentz noted that we must take the lowest responsible bid or give reasons if not taken. Mr. Grimes noted that this company is from Scottsdale, Arizona but it hires local companies. Mr. Wentz noted that references were checked and everyone was happy with the work.

BOARD ACTION:

Mr. Roland made a motion to approve the floor tile bid for the Middle School as presented. Seconded by Mr. Engle 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 registers: General Fund including athletic, middle school and high school activity accounts totaling \$1,280,269.71, Capital Reserve totaling \$51,385.21, and Cafeteria totaling \$61,147.29. Grand total \$1,392,802.21. ([cafeteria](#)) ([capital reserve](#)) ([general fund](#))

2. Monthly Reports - February - The Board was requested to approve the following monthly reports (enclosures)

[Investment Report](#)

[Board Summary](#)

[Tax Collector](#)

[Student Activities Report MS](#)

[Student Activities Report HS](#)

BOARD ACTION:

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

3. New Business:

- a) York County Alliance For Learning (YCAL Grant) - The Board was requested to approve a grant receipt in the amount of \$400.00 for Deb Rinker (4th Grade Teacher) for a project entitled Sparking an Interest in Electricity ([enclosure](#))

DISCUSSION: Mrs. Funk was concerned that Mrs. Rinker didn't receive the entire amount that she applied for and if she needed additional monies could she receive them from the District.

BOARD ACTION:

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

- b) The Board was requested to approve the PlanCon Resolution ([enclosure](#)).

DISCUSSION:

Dr. O'Connor stated that this requires the state to pay their bills and pay what they promised which would help increase the deficit.

BOARD ACTION:

Mr. Watson made a motion to approve the PlanCon Resolution as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

- c) The Administration recommends Board approval of a settlement agreement with the District.

BOARD ACTION:

Mr. Roland made a motion to approve the settlement agreement as

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

M. Other Business

Mrs. Lingg stated that since we are losing a Nursing Program Coordinator she would like to start an adhoc committee to see how to continue with this program. This program could cost the district in the near future. If a board member is interested in being on the committee, contact Mrs. Lingg.

There was an executive session prior to the meeting to discuss the settlement agreement with the district.

There will be a workshop on March 27 for Special Ed and Case Law presented by Stock and Leader. It will be a very worthwhile workshop.

N. Public Comment

Dan Brady spoke regarding the cyber school funding solution. In past years 30% of the tuition was paid by the state. Currently the funding is 100% paid by the district. Currently we are paying \$1.2 million. This is covered under Senate Bill 335. Senators aren't wanting this because they want school choice. He asked that everyone contact your senator and felt that people aren't aware of what is going on. Mrs. Lingg noted that this counts for \$1.2 million out of our budget and felt that it shouldn't be robbing public education to pay for this.

O. Next meeting date:

The planning meeting will be Monday, April 8, at 6 PM in the boardroom.

The next board meeting will be Monday, April 22, at 6 PM in the boardroom.

P. Adjournment

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