

## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, May 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: Mrs. Daubert, Mr. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Mr. Roland, Mr. Watson

Board Members absent: Dr. O'Connor

- Student Board Members Present: Linsey Bowersox, Zac Sheaffer

Student Board Members Absent: Garrett Reichart (alt)

- Also Present: Dr. Moyer, Dr. Smith, Mr. Wentz, Mrs. Frock, Mr. Grimes, Mrs. Brown, Dr. Krout, Mike Terwilliger, Diane Wagaman, HPESPA; Debra Fake, Leah Shepler, Janet Ginter, Annette Mummert, HPESPA; Russell Calhoun, HPESPA; Andy Novosedliak, HEA; Loretta Livelsberger, CJ McGilton, HEA/PSEA; Corinne Robinson, Barb Sanders, HEA; Mike Vaux, HPESPA; Theresa Henry, Deb Caler, HEA; Sandy Chase, HEA; Deanne Markle, Tessa Hilyard, Heather Wagaman, Vicki Maloney, Maureen Edelin, Darlene Klenk, Jared Reck, Monica Miller-Thacker, Jessica Sneeringer, HEA; Liz Sheaffer, Matt Sheaffer, Linda Yowaiski, HPESPA; Kathi Martin, Brian Shea

### B. Recognition of Visitors

### C. Public Comments

- No one requested to speak

### D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of April 22, 2013, and May 13, 2013.

- Minutes 4-22-13 ([enclosure](#))
- Minutes 5-13-13 ([enclosure](#))

#### BOARD ACTION:

The minutes were approved with no changes.

### E. Committee Reports

#### York School of Technology – Kelly, Representative

Mr. Kelly reported commencement on June 6 at Utz arena, graduating 333 students, of which 8 students are from Hanover. Enrollment is 1,505 this year with anticipated enrollment next year of 1,630 and will have 347 students on waiting list

#### Recreation – Lingg, Representative

Rec board met this past Thursday. The summer program will begin June 10th which is a good program. They are sending out flyers to elementary schools. This has been going on in Hanover for a long time. Some playgrounds have no attendance

PN Advisory – Funk, Representative

Mrs. Funk made comments regarding Mrs. Brown having made the nursing program a credit to the school program. Will be carried on by someone Mrs. Brown recommended and will continue on. Mrs. Brown will be missed in her retirement. Mr. Edwards made comments that we take for granted when good people in position and really appreciate all of her service and program. We forget to recognize and want to make a public comment about how good a program we have. Dr. Stephens began the program.

Dr. Moyer reminded everyone that June 10 all retirees will be recognized at a dinner followed by the planning meeting of the board.

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

Joint Wage Tax – Edwards, Representative; O'Connor (Alternate)

Lincoln Intermediate Unit Insurance Trust – Wentz, Representative

Legislative Liaison with Pennsylvania School Board Association – O'Connor

Key Communicator's Network – All (October 23, 2013, January 22, 2014; April 16, 2014)

Policy Committee – Watson, Chair; Engle, Funk, Lingg

Stadium Promotion Committee - Funk

Committee will have one last meeting June 3 at 4 PM in admin board room and is final meeting so need to see everyone there that will be participating at the fall fair. Dr. Moyer was asked to send out a reminder email.

Educational Programs Committee - Daubert, Chair; O'Connor, Watson

Karen Daubert reported that committee discussed, ICU and differentiated supervision plan

Student Board Members - Bowersox, Sheaffer, Reichart

Miss Bowersox reported that seniors are taking finals this week. June 5 is campus night and June 6 is graduation. Borough council for past 2 years, only representative. Zac Sheaffer will be taking the torch from Miss Bowersox and gained respect for volunteers. Moving on with education, would like to thank everyone at high school and district for helping them to prepare. Would like to congratulate Mrs. Little for teacher impact award. Thanks to everyone - it has been a great ride.

Mr. Sheaffer reported about physics night and spent a lot of time working on project had to use different reactions and decided that they were going to use acetone, dumped into cup and went to last domino had a candle fall over and whole project burned. Group received an A. Fun day, that night academic honors ceremony 25% of high school (102 students honored). Student appreciation day this Friday and then class elections on Friday and then underclassman will have finals. Bittersweet looking to end the school year strong.

## F. Spotlight Report

### o Middle School/High School SAP Team

Dr. Moyer thanked Miss Bowersox for representing district at borough, and to Mr. Shaeffer for taking over her position next year. Miss Bowersox will be recognized as HPSD valedictorian.

Student assistance programs at high school and middle school have been around for a long time. Any student in district that is struggling can be referred to the SAP program. Mr. Terwilliger and Ms. Robinson are integral parts of the SAP and thought it would be nice to share information about secondary SAP program.

Student Assistance Team - goals for students assistance team - overcome barriers to their academic success. Living in small town community you probably don't realize how many are dealing with issues. This is confidential and voluntary but intervene when problems come into play to help these students. It is an intervention - 3 day very intensive program training for those serving in the SAP program. Middle School meets on Wednesday and although Mr. Terwilliger not trained in SAP as an administrator it is helpful to be on the SAP team. In a public school charged with educating all students. Student issues include depression, abuse, grief/loss and SAP provides extra help.

One of the biggest items stressed is that it is not a treatment program. They send the students to the professionals for the diagnoses. Referral process, talk to SAP team member, fill out an anonymous form in guidance or on website, parent can come in and also refer their own children.

Voluntary and confidential and must send paperwork home to obtain parental consent.

Four steps - Identification , intervention, referral (hand off to professionals) and support and follow-up

Can access on webpage the documents and links to the services - select SAP referral and fill out and submit, goes to Mr. Hain, Ms. Robinson, Mrs. Smith and Mr. Harnish

Parent questionnaire - also very important to complete and provide input.

How many have been referred - 20 students in middle school - there is also a watch list but team doesn't feel yet that they need the SAP list but are watched. Mr. Harris and Mrs. Chase meet with various student groups throughout each week. Middle school largest concern were behavioral problems, did also have some parents that opt out of program. Did have 12 out of 20 that participated.

High School- 84, 73 for mental health, 11 for drugs and alcohol

11 of the mental health cases were completed & 5 of DNA- what about the other 16, parent permission and when the kids turn 14 they can refuse to participate. No double dipping and cannot receive SAP service because they are already receiving other outside services. Sixth grade class has the most referrals. Mrs. Funk asked what is the time period between start and getting to 4th step. Ms. Robinson stated that services can happen quickly within the week. Mr. Edwards, asked how we can get others to participate. Mr. Terwilliger indicated that as a first year administrator to walk around the building and get to know all of the students. Ms. Robinson discussed the Link Crew program at the high school and can be used to connect them with someone so that they don't feel left out.

Mr. Kelly asked if the high school also has the watch list at the high school. Will send those kids to guidance. Mrs. Lingg asked if the counseling services were provided on site. Ms. Robinson indicated yes. Mrs. Funk asked if 84 were high with only having close to 500 students. Ms.

Robinson indicated that she thought there is possibly more that don't sign up.

G. Superintendent's Report - Dr. Alan Moyer

- PA Standards & PA Common Core Standards ([enclosure](#))
- Teacher Effectiveness Project ([enclosure](#))
- Differentiated Supervision Plan ([enclosure 1](#)) ([enclosure 2](#))
- School Performance Profile ([enclosure](#))
- Proposed Leadership Structure 2013-14 School Year
  - returning to three elementary principal, replace the director of C&I with the Assistant Superintendent, keeping Dean Of Students positions, as a result of information that was received from various stakeholders. Enrollment up in K again for next school year. Next year will probably also have over 150
- New Student Representative on Borough Council-Zachary Sheaffer - Thank you to Mr. Shaffer for taking over borough council rep. Mr. Kelly made mention for Mr. Shaeffer who wishes to attend Naval academy.

At LIU meeting with tri-county area there is a lot of discussion, Dr. Moyer provided some enclosures for board members to review. Related to Teacher effectiveness and Differentiated Supervision Plan.

H. Standing motions regarding Personnel

1. Employment - The Board was requested approval for the following employment items contingent upon receipt of all required employment paperwork:

Summer Reading Academy Employees:

Dates of the Academy will be June 24, 2013, through August 2, 2013. Rate of compensation will be \$20.00 per hour. All costs are paid through Title I Funds.

Lead Teacher:

Heather Wagaman

Teachers:

Melissa McKim

Liz Sheaffer

Sherry Knox

Amy Stratton

Deb Rinker

Substitute Teachers:

Marilyn Shultz

Laura Staub

2. School Physicians - The Board was requested to approve the following school physicians for the 2013-2014 school year:

School Physicians:

Dr. Kurt Thomas (Consulting Physician)

Dr. Thomas Rapp

Dr. Douglas Masucci

School Dentist:

Dr. Henry Hoffacker

3. In-Service Memorandum of Understanding - The Board was requested to approve the Memorandum of Understanding for the First Day In-Service for 2013-2014 ([enclosure](#)) ([enclosure](#)).
4. Conferences/Workshops - The Board was requested to approve the following conferences/workshops ([enclosure](#)):

Crystal McDermitt

School Nutrition Programs Conferences  
June 9 and 10, 2013  
Penn Stater Conference Center Hotel  
Cost to District - \$395.64

**BOARD ACTION:**

Motion by Mr. Edwards

Second by Mrs. Funk

Approved by a roll call vote of 8-0

5. New Business:

- a) Resignation - The Board was requested approval for the following resignation:

Connie Hahn, crossing guard, effective June 6, 2013.

**BOARD ACTION:**

Motion by Mr. Edwards

Second by Mr. Watson

Approved by a roll call vote of 8-0

- b) Employment - The Board was requested approval for the following employment items contingent upon receipt of all required employment paperwork:

Supplemental Employee:

Colton Dils, summer maintenance worker, effective June 3, 2013. Rate of compensation will be \$10.00 per hour (completed).

LPN Employee:

Amanda Kessler, full-time LPN instructor, effective date to be determined. Rate of compensation will be \$58,000.00. ([enclosure](#))

Teresa Lucker, part-time LPN instructor, effective date to be determined.  
Rate of compensation will be \$28.00 per hour. [\(enclosure\)](#)

BOARD ACTION:  
Motion by Mr. Watson  
Second by Mrs. Funk

Discussion:  
Mrs. Funk thanked Mrs. Frock for adding the wording in the motion regarding contingent upon receipt of all required employment paperwork.

Approved by a roll call vote of 8-0

- c) Permission to Advertise - The Board was requested approval to advertise the following position:

Crossing Guard

BOARD ACTION:  
Motion by Mr. Edwards  
Second by Mr. Watson  
Approved by a roll call vote of 8-0

- d) Board Secretary (per School Code section 404) - The Board was requested to appoint Troy Wentz as board secretary for a four-year term beginning July 1, 2013.

BOARD ACTION  
Motion by Mr. Edwards  
Second by Mrs. Funk  
Approved by a roll call vote of 8-0

- e) Professional Development Leave Report- End of leave report submitted by Megan Stitt following conclusion of her Professional Development Leave informational purposes [\(enclosure\)](#).

Mrs. Lingg reported on professional development leave - would like to get a copy of paper informational and argument writing.

- f) Mr. Kelly made a motion to approve the tentative agreement with the Custodial Staff contingent upon the development of final language by the Solicitor.

Motion Mr. Kelly  
Second Mr. Roland  
Approved by a roll call vote of 8-0

I. Standing Motions regarding Policy

1. Policies - The Board was requested final approval for the following policies:
  - [250](#) Student Recruitment
    - [250-R1](#) Reservation of Consent
    - [250-R2](#) Authorization for Release of Student Records
  - [804](#) School Day
    - [804-R1](#) School Day Exceptions
  - [811](#) Bonding
    - [811-R1](#) Bonded Positions

BOARD ACTION:

Motion by Mrs. Funk

Second by Mrs. Daubert

Approved by a roll call vote of 8-0

2. Policies - The Board is requested tentative approval for the following policies from the Policy Committee:
  - [812](#) Property Insurance
  - [814](#) Copyright Material
  - [818](#) Contracted Services
  - [916](#) School Volunteers
  - [236](#) Student Assistance Program

BOARD ACTION:

Motion by Mr. Watson

Second by Mrs. Daubert

Approved by a roll call vote of 8-0

3. Regulations from the Policy Committee (informational only):
  - [004.1-R1](#) Student Representatives
4. Regulations to delete from the Policy Committee (informational only):
  - [113-R](#) Students with Special Emotional Needs
  - [113.1-R1](#) Allocation of Classroom Space to Low Incidence Special Education Students
5. Policies - The Board is requested tentative approval for the following policies from the Budget & Finance Committee:
  - [612](#) Purchases Not Budgeted
  - [617](#) Petty Cash Funds
    - [617-R1](#) Petty Cash Funds
    - [618-R1](#) Student Activity Funds

BOARD ACTION:

Motion by Mr. Edwards

Second by Mrs. Funk

Approved by a roll call vote of 8-0

- J. Standing Motions regarding Building and Grounds

1. Demand Response Contract - EnerNoc 3 year agreement - The Board is requested to the approve the EnerNoc 3 year agreement ([enclosure](#)).

BOARD ACTION:

Motion by Mr. Roland

Second by Mr. Watson

Discussion:

Mr. Roland reported that during peak demand periods afternoons in June through September we may have to reduce our energy consumption - 12 noon to 8pm, reality is that it affects us for 4 or 5 days in June and received about \$60,000 back, \$20,000 per year and allows the energy company to share the load, may have to reduce electric consumption.

Approved by a roll call vote of 8-0

2. New Business:

- a) DISCUSSION AND REVIEW - Cell Tower, Sheppard and Myers  
Review of Lease Agreement and Exhibits for possible approval June 10, 2013 ([land lease agreement](#)) ([exhibit 1](#)) ([exhibit 2](#)) ([exhibit 3](#)) ([exhibit 4](#))

No more than 50' wide up to 60' with landscaping. Mr. Roland will verify that landscaping is included in the area. Will verify that barb wire fence is required. We will receive \$15,000 to \$16,000 per year. Mrs. Funk checked, amount we will receive - will receive \$15,600 verified by Mr. Wentz and will be increased every 5 years. Company is planting the shrubbery - 5 feet on each side, fence is 55 on each side. Back portion of property behind the field house will not have shrubbery. Fence will have black vinyl fencing to match existing. Mrs. Funk asked if company was putting in the pavers for day-to-day access. Will have to provide 24-7 access. Construction equipment will be coming in back of property. Mrs. Lingg stated that it will take upward of a year to complete

K. 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 \$1,314,000.33, Capital Reserve totaling \$938.02, and Cafeteria totaling \$70,032.81. Grand total \$1,384,971.16  
([cafeteria](#)) ([capital reserve](#)) ([general fund](#))

BOARD ACTION:

Motion by Mr. Kelly

Second by Mrs. Daubert

Approved on a roll call vote of 8-0



2. Monthly Reports - April - 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:

Motion by Mr. Roland

Second by Mr. Watson

Approved on a roll call vote of 8-0

3. LIU Custodial, General, Paper and Art Bid - The Board was requested to approve the following LIU Joint Purchasing Bid Awards for 2013-2014 (enclosures):

[Custodial](#)

Calico Industries, Inc.	\$ 540.94
Hassinger and Company, Inc.	\$ 419.60
Hillyard Inc.-Lancaster, PA	\$ 69.96
Quaker City Paper Co.	\$ 101.10
W.B. Mason	\$ 52.44
Xpedx-Harrisburg	\$ 309.75

Total	\$1,493.79
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[General](#)

Cascade School Supplies	\$ 1,785.43
Elgin School Supply Co. Inc.	\$ 829.70
Kurtz Brothers	\$ 743.24
National Art and School Supplies	\$ 2,000.72
Pyramid School Products, Inc.	\$ 4,631.14
Quill	\$ 2,949.76
School Specialty Inc.	\$ 1,301.86
Standard Stationery Supply Co.	\$ 1,012.56

Total	\$15,254.41
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[Paper](#)

Contract Paper Group, Inc.	\$ 68.66
Kurtz Brothers	\$1,845.97
W.B. Mason	\$7,911.66

Total \$9,826.29

Art

Blick Art Materials	\$ 190.81
Cascade School Supplies	\$1,570.10
Commercial Art Supply	\$ 45.60
Elgin School Supply Co. Inc.	\$ 122.82
Kurtz Brothers	\$ 699.05
National Art and School Supplies	\$2,548.97
Office Basics Inc.	\$ 152.64
Pyramid School Products, Inc.	\$ 889.68
School Specialty Inc.	\$ 996.04
The Ceramic Shop	\$ 459.48

Total \$7,675.19

BOARD ACTION

Motion by Mr. Roland

Second by Mrs. Funk

Approved by a roll call vote of 8-0

4. Transportation Request for Proposal for 2013-2014 - The Board is requested to approve Lincoln Bus Lines for the Athletic, Band, and Field Trips transportation for the 2013-2014 school year per the rates enclosed ([enclosure](#)).  
(2 RFP's received, 4 mailed out)

BOARD ACTION

Motion by Mr. Roland

Second by Mr. Engle

Discussion:

Mr. Roland asked about per usage basis savings. Mr. Wentz indicated between \$10 and \$100 per trip depending upon the mileage, from 0 to 60 miles

Approved by a roll call vote of 8-0

5. Athletic Budget Approval for 2013-2014 - The Board is requested to approve the 2013-2014 Athletic Budget ([enclosure](#)).

BOARD ACTION

Motion by Mr. Roland

Second by Mr. Engle

Discussion:

Mrs. Lingg reported that the Athletic budget has been going down over the past few years. Mrs. Funk questioned revenue coming in from activities and added up 12-13 did not want to have students give up any activities and Mrs. Funk did have some questions - football brought in \$12,000 revenue, volleyball bringing in \$5,000, and boys basketball and wrestling brought in money and then tennis, soccer, track etc, asked why no revenue for these events. Mrs. Funk only sees 5 groups bringing in some type of revenue, on page 8 took all of them and divided between groups evenly. Mr. Roland stated that Mr. Flores did two different ways to show the \$29,000, ticket revenue, showed actual as revenues brought in and on page 8 did the same way but spread ticket out evenly over all sports and it affects total cost per student. End of day \$325,000 budget minus \$29,000 to get to the general fund transfer amount. Mrs. Funk mentioned that the artistic group needs to raise monies. She wanted to be sure each sport also raises monies for the booster club. Dr. Moyer reported booster club works with all different groups, there are items to purchase that are not covered by revenue.

Mr. Roland called the vote - 7:10 pm

Approved by a roll call vote of 7-1. Mrs. Funk cast the negative vote.

6. Cafeteria Budget Approval and Pricing for 2013-2014 - Approval of the cafeteria budget for the 2013-2014 school year ([enclosure](#)) and meal pricing for the 2013-2014 school year:

Breakfast \$1.00 (no change)  
Elementary Lunch \$2.30 (previously \$2.20)  
Secondary Lunch \$2.55 (previously \$2.45)  
Adult Lunch \$3.25 (no change)  
Milk \$0.50 (no change)

BOARD ACTION

Motion by Mr. Engle  
Second by Mr. Watson  
Approved by a roll call vote of 8-0

7. Treasurer Appointment for 2013-2014 (per School Code section 404) - The Board was requested to appoint Dr. James O'Connor as Treasurer for the 2013-2014 fiscal year.

BOARD ACTION

Motion by Mr. Watson  
Second by Mr. Roland

Approved by a roll call vote of 8-0

8. Non Resident Tuition Approval for 2013-2014 - The Board was requested to approve the Non Resident Tuition Rates for the 2013-2014 school year of Elementary \$10,263.68 or \$57.02 per day (\$10,150.20 prior year) Secondary \$11,639.14 or \$64.66 per day (\$11,778.62 prior year) ([enclosure](#))

BOARD ACTION

Motion by Mr. Roland

Second by Mr. Watson

Approved by a roll call vote of 8-0

9. Plan Con K Document - Project Refinancing - The Board was requested to approve the Pennsylvania Department of Education response to Plan Con K Project Refinancing as part of the minutes of the District ([enclosure](#)).

BOARD ACTION

Motion by Mr. Roland

Second by Mr. Engle

Discussion:

Mr. Wentz said PASBO article was placed at table that the next bond issue payment will probably be 3 to 5 years out. Bond issue taken out in 2007 so now already 6 years out.

Approved by a roll call vote of 8-0

10. Depositories for 2013-2014 - The Board was requested to approve Susquehanna Banks as depository (with administration exploring other institutions) and PSDLAF and PLIGIT as banking institutions for the 2013-2014 school year ([enclosure](#)).

BOARD ACTION

Motion by Mr.Engle

Second by Mr. Watson

Discussion:

Mr. Wentz indicated that because the bank will begin to charge fees we will be searching other banks out for comparisons. We would rather have a lower interest rate than pay fees or not an interest rate for each account. Mr. Wentz is gathering all information.

Approved by a roll call vote of 7-0. Mr. Kelly abstained from vote.

11. Student Accident Insurance - The Board was requested to approve the Sports Insurance and optional student accident program underwritten by ACE American Insurance Company, administered by American Management Advisors, Langhorne, Pennsylvania, and serviced by Christian-Baker Company, Camp Hill, Pennsylvania and the optional student accident insurance:
- All Sports (grades 7-12): Plan AA, \$1,000,000 medical maximum
  - Total premium \$7,934 (\$7,930 prior year) includes additional rider for students school to work programs:
  - Optional Student Accident Insurance (offered to parents to purchase) Plan A
  - Primary Benefits \$1,000,000 medical maximum
  - Total premium \$88.00 for 24 hour coverage (no increase)
  - School time coverage \$22.00 (no increase)
  - Dental (to be purchased with above plans) \$8.50 (no increase)

BOARD ACTION:

Motion by Mr. Roland

Second by Mrs. Daubert

Discussion:

Mr. Wentz reminded that last year we had a 15% increase, however, this year you are seeing no increase due to the way the insurance is implemented, first by going to the parents' insurance and therefore were able to hold steady on rates

Approved by a roll call vote of 8-0

12. Practical Nursing Program Tuition - The Board was requested to approve the tuition increase for the Practical Nursing Program beginning July 1, 2013 at the rate of \$9,500 (prior \$9,000) for Pennsylvania students and the rate of \$11,840 for non-PA residents (prior \$11,340)

BOARD ACTION:

Motion by Mrs. Funk

Second by Mr. Roland

Discussion:

Looking at grants to help with program.

Approved on a roll call vote of 7-0. Mr. Edwards had stepped out of meeting.

- O. Standing Motions - Miscellaneous

1. Memorandum of Understanding - The Board was requested to approve the Memorandum of Understanding between Hanover Public School District and Hanover Borough Police and Hanover Public School District and Penn Township Police from beginning May 13, 2013 ([enclosure](#)) ([enclosure](#)).

BOARD ACTION:

Motion by Mr. Roland

Second by Mr. Watson

Approved by a roll call vote of 7-0. Mr. Edwards had stepped out of meeting.

The planning meeting will be Monday, June 10, at 6 PM in the boardroom.

The next board meeting will be Monday, June 24, at 6 PM in the boardroom.

O. Adjournment

Mrs. Lingg asked for public comments - none

Mrs. Funk made motion to adjourn the meeting. The meeting was adjourned at 7:20 pm

Dr. Moyer reminded board members of retirement celebration June 10th.