

BOARD OF DIRECTORS MEETING MINUTES

Monday, June 24, 2013

6:00 P.M.

A. Opening Business

- Call to Order - The meeting was called to order at 6:05 PM.
- Pledge of Allegiance
- Roll Call
 - Board Members present: Mrs. Daubert, Mr. Edwards, Mrs. Funk, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson
 - Board Members absent: Mr. Engle, Mr. Kelly
 - Also Present: Dr. Moyer, Dr. Smith, Mr. Wentz, Mr. Fry, Mrs. Dubbs, Mrs. Frock, Mrs. Gunnet, Mr. Grimes, Dr. Krout, Mrs. Brown, Bob Wingert, Linda Leonard, Mike Vaux, HPESPA; Marie Smith, Eric Hartman, HEA; Loretta Livelsberger, Maureen Edelin, Maria Shea, Kathi Martin, Darlene Klenk, Linda Yowaiski, HPESPA; Brenda Campbell, Mr. Kress, Diane Wagaman, Pam Hetrick, Amanda Morgret, Jared Reck

B. Recognition of Visitors

C. Public Comments

- Marie Smith - Marie Smith stated that Kristin Newman asked Hanover first to help decorate the downtown theater with a theme. The theme was the Battle of Hanover during the Civil War. The prints were completed with sepia and white paint. Morgan Yealy, a student and re-enactor, was instrumental in coming up with ideas. They came up with sixteen different simple icons and were completed outside of class. Dr. Moyer thanked Marie Smith for responding to the community.

D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of May 28, 2013, and June 10, 2013.

- Minutes 5-28-13 ([enclosure](#))
- Minutes 6-10-13 ([enclosure](#))

BOARD ACTION:

The minutes were approved with no corrections.

E. Committee Reports

York School of Technology – Kelly, Representative - Mrs. Lingg reported that there will be a meeting on Thursday evening. If anyone is willing to attend, please let Mrs. Lingg know.

Recreation – Lingg, Representative - The next meeting is this Thursday.

PN Advisory – Funk, Representative - Mrs. Brown made sure the board members received the announcement for the July graduating class. There will be fifteen students graduating. The 99th class is half way through and the 100th class starts this Monday. Brenda

Campbell will be filling Mrs. Brown's position. She has been an instructor for the past three years.

Meet & Discuss Professional, Classified & Administrative – Engle, Chair; Daubert, Funk - No Report

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 - A bill was sent from the house to the senate which proposes a little more money for schools than the governor proposed. The governor is looking at large changes to pension and the bill is currently in senate committee. One of the changes is incoming new members to a 401K instead of pension.

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 - The Fall Faire will not be held in 2013 but will every other year and return again in 2014.

Educational Programs Committee - Daubert, Chair; O'Connor, Watson - Received a presentation on library curriculum by Shannon Resh.

F. Spotlight Report

- Summer Break-no Spotlight Report

G. Superintendent's Report - Dr. Alan Moyer

- Leadership Workshop - There was a three-page agenda. He thanked district employees for getting a lot accomplished.
- Thank you and Farewell - Dr. Moyer stated that he is not fond of change. If he is approved at South Middleton School District, he will be resigning his position. He felt that we are moving in the right direction. He thanked the board for their leadership role in putting kids first. He is very optimistic about the future at Hanover Public School District. He also thanked the Administration, HEA and volunteers. He felt that the new board membership coming onto the board will be a big asset since they will be bringing a strong skill set. He feels that there will be a lot of growth. Mrs. Lingg stated that it will be very difficult and we will accept his resignation with a heavy heart but he felt that it would be a good move for his future. He felt that it will be an opportunity for us to move forward.

H. Standing motions regarding Personnel

1. Approval of Job Descriptions - The Board was requested to approve

the revised job descriptions:

Teacher Assistants ([enclosure](#))

Library Assistants ([enclosure](#))

BOARD ACTION:

Mrs. Funk made a motion to approve the job descriptions as presented.

Seconded by Dr. O'Connor and passed on a roll call vote of 7-0.

2. Approval to Advertise - The Board was requested to approve to advertise for the following positions, which will allow all district libraries to be open at all times.

Library Assistants - part-time 5.5 hours (2)

Teaching Assistants - part-time 5.5 hours (3)

BOARD ACTION:

Mrs. Daubert made a motion to approve to advertise the positions

presented. Seconded by Mrs. Funk and passed on a roll call vote of 7-0.

3. Non-Bargaining Unit Classified Position Rate Increase - The Board was requested to approve increases for the 2013-2014 school year for the following Non-Bargaining Unit Classified Positions ([enclosure](#)).

Secretary to the Director of Human Resource and Business Manager

Payroll Clerk

Confidential Secretary/Accounting Clerk to Business Manager

Secretary to the Superintendent and Assistant Superintendent

Adult Patrols

BOARD ACTION:

Mr. Roland made a motion to approve the increases as presented.

Seconded by Mr. Watson and passed on a roll call vote of 6-1. Mrs. Funk cast the negative vote.

4. Act 93 Plan - The Board was requested to approve the Act 93 Plan effective July 1, 2013 through June 30, 2015 ([enclosure](#)).

BOARD ACTION:

Mr. Roland made a motion to approve the Act 93 Plan as presented.

Seconded by Mrs. Daubert and passed on a roll call vote of 7-0.

5. Coaching and Co-Curricular Increases for the 2013-2014 school year.

The Board was requested to approve no increase to the ranges for the 2013-2014 school year with a 2% increase for those below the midpoint and 1% for those above. ([enclosure](#))

BOARD ACTION:

Mr. Roland made a motion to approve the coaching and co-curricular increases as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 5-2. Mr. Edwards and Mrs. Funk cast the negative votes.

6. Supplemental/Substitute Rate Schedule for 2013-2014- The Board was requested to approve the 2013-2014 Supplemental/Substitute Rate Schedule ([enclosure](#)).

DISCUSSION:

Dr. O'Connor wondered if the board could authorize the Superintendent to add names to the list who meet criteria and wondered if it would need to be a change of policy. Mrs. Frock will look into the policy. It would only be for adding or withdrawing subs only.

BOARD ACTION:

Mr. Roland made a motion to approve the supplemental/substitute rate schedule as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-0.

7. New Business:

- a) Resignations - The Board was requested approval for the following resignations:

Classified Employees:

Anne Jesse, lunchroom supervisor at the Middle School, effective with the end of the 2012-2013 school year. Ms. Jesse would like to remain on the day-to-day substitute list for teacher and personal assistant and lunchroom/playground supervisor.

Tina Poole, lunchroom/playground supervisor at Washington Elementary, effective June 19, 2013.

LPN Employee:

Teresa Lucker, part-time LPN instructor, effective June 18, 2013. Ms. Lucker was previously hired but has now declined position.

BOARD ACTION:

Mrs. Funk made a motion to approve the resignations as presented. Seconded by Mr. Edwards and passed on a roll call vote of 7-0.

Professional Employee:

Erin Logan, grade 5 elementary teacher at the Middle School, effective June 24, 2013. Ms. Logan will be relocating out of the area.

BOARD ACTION:

Mrs. Daubert made a motion to approve the resignations as presented. Seconded by Mr. Edwards and passed on a roll call vote of 7-0.

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

Classified Employee:

Tina Poole, adult patrol at Washington Elementary, effective with the beginning of the 2013-2014 school year ([enclosure](#)).

Substitute Employee:

Abby Wiseman, day-to-day substitute teacher, effective immediately (completed).

Summer Academy Substitute:

Brenda Burns, substitute summer reading academy. Rate of compensation will be \$20.00 per hour.

BOARD ACTION:

Mr. Roland made a motion to approve the employment items as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 7-0.

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

Head Custodian
Lunchroom/Playground Supervisor (2)
Elementary position (Middle School)

BOARD ACTION:

Mr. Watson made a motion to approve to advertise the positions as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-0.

- d) Tenure - The Board was requested to award the following tenure:

Lisa Smith, Middle School Science Teacher ([enclosure](#))
Jennifer Greening, Grade 6 Teacher ([enclosure](#))

Alexis Hoke, Grade 6 Teacher ([enclosure](#))
Jessica Rega, ESL Teacher ([enclosure](#))
Lindsay Eby, School Nurse, High School ([enclosure](#))
Susan Salvitti, Family and Consumer Science Teacher
([enclosure](#))

DISCUSSION:

Dr. O'Connor wondered about granting tenure since we must grant tenure if employees receive satisfactory ratings. He wondered about an alternative to upping the ante and we should investigate this. Mr. Roland spoke about basing on strengths of accomplishments. Mrs. Lingg stated that she will have the personnel committee look at it. Mr. Watson stated that it is granting because of satisfactory rating prior to the tenure. It was stated that we may have to do but we want to get the very best people. Dr. Smith stated that she worked with every one of these individuals and felt that they are very outstanding individuals. It was stressed that the discussion had nothing to do with the individuals but the process itself.

BOARD ACTION:

Mr. Roland made a motion to approve the tenures as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 7-0.

- e) High School Summer School - The Board was requested to approve the High School Summer School for Credit Recovery:

Program Dates - June 18-July 26, 2013

Staff: Daniel Koishal, Jennifer Gomulka, Vicki Kozdron, Bryan Beichler at \$125/student.

DISCUSSION:

Mrs. Funk wanted confirmation that they are earning \$125 per student and paying \$155 for a full credit. She wondered how many students were included. Mrs. Lingg thought it was ten students. Dr. Moyer stated that number may have increased. Dr. Smith stated that it was fifteen at last count. Dr. Smith stated that it is offering in house on Tuesday and Thursdays where they come in for tutoring sessions. On Monday and Wednesday it is cyber classes.

BOARD ACTION:

Mr. Roland made a motion to approve the high school summer school as presented. Seconded by Mr. Edwards and passed on a roll call vote of 6-1. Mr. Watson cast the negative vote.

I. Standing Motions regarding Policy

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

- [812](#) Property Insurance
- [814](#) Copyright Material
- [818](#) Contracted Services
- [916](#) School Volunteers
- [236](#) Student Assistance Program

BOARD ACTION:

Mr. Watson made a motion to approve the policies as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-0.

2. Regulation from the Policy Committee (informational only):
 - [004.1-R1](#) Student Representatives
3. 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
4. Policies - The Board was requested final 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:

Mrs. Funk made a motion to approve the policies as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-0.

5. INFORMATIONAL ONLY - Policies from the Building and Grounds Committee:
 - [701](#) Long Range Planning
 - [702](#) Gifts, Grants, Donations
 - [703](#) Sanitary Management
 - [704](#) Maintenance
 - [704.1](#) School Equipment Disposal
 - [705](#) Safety
 - [705.1](#) Environmental Regulations
 - [708](#) Use of District Property
 - [709](#) Building Security

J. Standing Motions regarding Building and Grounds

1. New Business:

- a) NRG Contract - The Board was requested to approve the renewal of the NRG Contract at a cost of \$9,955.00.

DISCUSSION:

Mr. Roland stated that this is for software and hardware. This is used to control the climate in the classrooms from a computer. This can shut buildings down and therefore save the district money.

BOARD ACTION:

Mr. Roland made a motion to approve the NRG contract as presented. Seconded by Mrs. Funk and passed on a roll call vote of 7-0.

- b) INFORMATION ONLY - Building & Grounds Minutes from June 14, 2013 ([enclosure](#))
- c) INFORMATION ONLY - Middle School from pod control to room control at a cost of \$7,880.

DISCUSSION:

Mr. Roland noted that when we replaced heat pumps at the Middle School we saved 30 percent in energy. This would control the Middle School room by room rather than pod by pod. We currently pay \$10,000 per week in utilities for the district. Dr. O'Connor wondered if this would be coming of the budget or a capital reserve item. Mr. Wentz noted that it could come out of capital reserve.

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 \$2,162,320.64, Capital Reserve totaling \$1,140.45, and Cafeteria totaling \$26,550.89. Grand total \$2,190,011.98. ([cafeteria](#)) ([capital reserve](#)) ([general fund](#))

BOARD ACTION:

Mrs. Funk made a motion to approve the monthly reports as presented. Seconded by Mr. Watson and passed on a roll call vote of 7-0.

- 2. Monthly Reports - May - 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:

Mrs. Funk made a motion to approve the monthly reports as presented.
Seconded by Mr. Watson and passed on a roll call vote of 7-0.

3. Tax Millage Rate - The Budget and Finance Committee recommended to the Board to approve a tax millage increase for the 2013-2014 General Fund Budget of .38 mills (2%) from 19.45 mills to 19.83 mills. In addition the Board requested to approve the per capita tax (Act 679) for \$5.00, the per capita tax (Act 511) for \$5.00 and the occupational tax at \$10.00. In addition, the earned income tax at .5% and real estate transfer tax at .5%.

BOARD ACTION:

Mr. Roland made a motion to approve the tax millage rate increase as presented.
Seconded by Dr. O'Connor and passed on a roll call vote of 6-1. Mrs. Funk cast the negative vote.

4. General Fund Budget Approval - The Budget and Finance Committee recommended to the Board to approve a 2013-2014 General Fund Budget with expenses totalling \$28,758,077.

BOARD ACTION:

Mr. Roland made a motion to approve the general fund budget as presented.
Seconded by Dr. O'Connor and passed on a roll call vote of 6-1. Mrs. Funk cast the negative vote.

5. Homestead/Farmstead Approval - The Board was requested to approve the receipt and disbursement of \$575,634.21 from the state as part of the Act 1 tax reduction. The result is a reduction on the assessment of approved homestead properties of approximately \$9,010, this equates to approximately \$178.66 in tax reduction for approved homesteads.

BOARD ACTION:

Mr. Roland made a motion to approve the homestead/farmstead receipt as disbursement as presented. Seconded by Mrs. Funk and passed on a roll call vote of 7-0.

6. Installment Payment of Taxes - The Board was requested to approve the installment payment dates of taxes as first installment due September 16, 2013, second installment due October 16, 2013, and third installment due November 15, 2013. To qualify for the installment payments the first installment payment must be paid by the due date. A 10% penalty will be added to installment payments paid after the installment due date. All properties will be eligible for installment payment of taxes.

BOARD ACTION:

Mr. Roland made a motion to approve the installment payment of taxes as presented. Seconded by Mrs. Funk and passed on a roll call vote of 7-0.

7. Committed Funds - The Board was requested to approve the commitment of funds of \$280,000 for future retirement costs.

DISCUSSION:

Mr. Wentz noted that our fund balance can't be over eight percent of the budgeted expenses. We are permitted by the state to commit fund balance to future retirement costs since in the next few years it will go up 30%. This will plan for future increases of funded and unfunded mandates.

BOARD ACTION:

Mr. Roland made a motion to approve the committed funds as presented. Seconded by Mr. Watson and passed on a roll call vote of 7-0.

8. INFORMATIONAL ITEM - District Insurances 2013-2014 ([enclosure](#))

DISCUSSION:

Mr. Wentz was complimented for saving the district \$75,000 on insurance premiums through workers compensation programs and change of carriers.

L. Public Comments

There will be an executive session after meeting for personnel.

Note - an additional board meeting will be advertised and held on July 8, 2013 at 6

PM.

M. Adjournment

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

Mrs. Funk made a motion to adjourn the meeting. Seconded by Mrs. Daubert. The meeting was adjourned at 7:00 PM.