

Hanover Public School District
School Board Planning Meeting
Administration Building - 403 Moul Avenue, Hanover, PA

June 13, 2016 - 6:00 PM

MINUTES

I. Opening Business

A. Call to Order -- The meeting was called to order at 6:00 PM

B. Pledge of Allegiance

C. Roll Call -

Board Members present: Mrs. Daubert, Mr. Engle, Mr. Frederick, Mr. Henry, Mr. Keller, Mrs. Lingg, Mr. Reck, Mr. Roland, Mrs. Shea

Also Present : Marc Abels, Troy Wentz, Mark Hershner, Lois Gunnet, Tessa Hilyard, Tom Krout, Darlene Klenk, David Fry

II. Recognition of Visitors:

Public Comment: None

III. Matters for Which Board Action is Required

A. Personnel

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

Classified Employees:

Jason Rice, part-time three-hour personal assistant effective May 26, 2016.

Faye Staub, high school guidance secretary, effective June 15, 2016. Ms. Staub is requesting to remain on the substitute secretarial listing.

Summer School Substitute:

Kaitlyn Naill, substitute for summer school, effective immediately.

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

Professional Employee:

Kelcee Benzel, kindergarten teacher, effective with the beginning of the 2016-2017 school year. Rate of compensation will be \$45,973 ([enclosure](#))

Classified Employees:

Emmeline Black, Administrative Assistant to the Human Resource Director, effective July 5, 2016. Rate of compensation will be \$18.31 per hour ([enclosure](#)).

Diana Diehl, full-time 2nd shift custodian at the high school, effective August 1, 2016. Rate of compensation will be \$11.85 per hour ([enclosure](#)).

Stacey Strode, part-time 3-hour personal assistant, effective with the beginning of the 2016-2017 school year. Rate of compensation will be \$10.89 per hour ([enclosure](#)).

Summer School Substitute:

Victoria Temple, substitute summer school teacher, effective for the 2016 summer school. Rate of compensation will be \$20.00 per hour (current).

Supplemental Employee:

Amber Wagaman, Head Varsity Football Cheerleading Advisor, effective for the 2016-2017 school year. Rate of compensation will be \$1,295.00 (returning).

Team Leaders for 2016-2017 School Year ([enclosure](#))

Coaches Fall 2016 Season ([enclosure](#))

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

Dr. John Scola	Integrated Learning: The School-To-Career Connection
	State College, PA
	November 2-4, 2016 (enclosure)

Olivia Quynn	AP Summer Institute
Katherine Walton	Goucher College, MD
	July 11-15, 2016 (enclosure)

- 4) Job Description/Position Approval - The Board was requested to approve the following job descriptions:

Integrative Learning Center (ILC) Assistant (revision [enclosure](#))
Administrative Assistant to the Human Resource Director (revised-[enclosure](#))
Strength and Conditioning Advisor (new [enclosure](#))

- 5) Leave of Absences - The Board was requested to approve the following leave of absence:

Robert Simons, maintenance craftsman, intermittent FMLA effective April 26, 2016 not to exceed 12 weeks FMLA.

Shaina Castillo, elementary Spanish teacher, FMLA effective approximately September 16, 2016 to approximately November 14, 2016.

Alex Smith, elementary teacher, FMLA effective approximately October 14, 2016 for two weeks.

Jessica Harner, 5th grade teacher, FMLA effective approximately October 3, 2016, but no longer than 12 allowable weeks. Uncompensated leave to follow until anticipated return January 3, 2017.

- 6) Non-Bargaining Unit Classified Positions Rate Increase - The Board was requested to approved a 2% increase for the 2016-2017 school year for the following Non-Bargaining Unit Classified positions.

Secretary to the Superintendent and Assistant to the Superintendent
Secretary to the Director of Human Resources
Payroll Clerk
Standing Guards - Adult Patrol

- 7) Supplemental/Substitute Rate Schedule for 2016-2017- The Board was requested to approve the 2016-2017 Supplemental Substitute Rate Schedule ([enclosure](#)).

BOARD ACTION:

Mr. Frederick made a motion to approve personnel items A 1-7 as presented. Seconded by Mrs. Shea and passed on a roll call vote of 9-0.

B. Policy

- 1) The Board was requested to tentatively approve the following policies/regulations:

- [210](#) Use of Medications
- [322](#) Gifts
- [331](#) Job Related Expenses
- [422](#) Gifts
- [431](#) Job Related Expenses
- [522](#) Gifts
- [531](#) Job Related Expenses
- [606](#) Tax Collection
- [609](#) Investment of District Funds
- [615](#) Payroll Deductions
- [622](#) GASB Statement 34
- [716](#) Integrated Pest Management
- [808](#) Food Services
 - [808-R](#) Food Services
- [827](#) Conflict of Interest

- 2) The Board was requested to approve the deletion of the following regulation:

- [810-R2](#) Transportation

BOARD ACTION:

Mr. Roland made a motion to approve Policies B 1-2 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9-0.

C) Budget and Finance

- 1) Solicitor 2016-2017 - The Board was requested to approve Stock and Leader as Solicitor for the 2016-2017 school year ([enclosure](#)).

BOARD ACTION:

Mr. Reck made a motion to approve as presented. Seconded by Mrs. Shea and passed on a roll call vote of 9-0.

- 2) Treasurer 2016-2017 - The Board was requested to appoint Richard Engle as the Treasurer for the 2016-2017 school year.

BOARD ACTION:

Mr. Roland made a motion to approve as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 9-0.

- 3) Depository - The Board was requested to approve as depository Peoples Bank, and PSDLAF, ACNB and York Traditions Bank as banking institutions for the 2016-2017 school year.

BOARD ACTION:

Mr. Roland made a motion to approve as presented. Seconded by Mrs. Shea and passed on a roll call vote of 9-0.

- 4) Non-Resident Tuition Rates 2016-2017 - The Board was requested to approve the Non Resident Tuition Rates for the 2016-2017 school year as established by the Pennsylvania Department of Education of Elementary \$10,437.10 or \$57.98 per day (\$9,997.02 prior year) Secondary \$12,511.57 or \$69.50 per day (\$12,371.20 prior year)

BOARD ACTION:

Mr. Reck made a motion to approve as presented. Seconded by Mr. Engle and passed on a roll call vote of 9-0.

- 5) Insurance Renewal - The Board was requested to approve the renewal of District insurance, including Package, Business Auto, Workers Compensation, Umbrella and School Leaders E & O policies, through agent Weber Insurance at a cost of \$134,512 (previously \$131,234)

BOARD ACTION:

Mr. Engle made a motion to approve as presented. Seconded by Mrs. Shea and passed on a roll call vote of 9-0.

- 6) INFORMATIONAL ONLY - Recognition of Tax Collector retirement of Leroy E. Wentz after 26 years of service. Hanover Borough appointment of Holly K. Liska, began June 1, 2016 and through 2017 when election for the four-year period determines tax collector.

DISCUSSION:

Mrs. Lingg was pleased with the smooth transition thus far. Mr. Roland thanked Mr. Wentz for a job well done. He was a good guy who was very helpful.

- 7) Exonerations - Real Estate and Per Capita Taxes Exonerations from Collection - Leroy Wentz - Tax Collector - 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 and turned over at June 1, 2016 to new tax collector for collection): 2015 Real Estate Taxes Interim to new tax collector 71 bills \$45,896.39; 2015 Per Capita/Occupational Taxes Interim to new tax collector 278 bills \$5,530.00 ([enclosure](#)) ([enclosure](#))

BOARD ACTION:

Mr. Roland made a motion to approve as presented. Seconded by Mr. Engle and passed on a roll call vote of 9-0.

- 8) Deputy Tax Collector - The Board was requested to approve Carolyn Reece as deputy tax collector.

BOARD ACTION:

Mr. Reck made a motion to approve as presented. Seconded by Mr. Engle and passed on a roll call vote of 9-0.

- 9) Facility Rental Waiver - The Board was requested to waive the facility rental fee for the high school auditorium and cafeteria for Utz Quality Foods for August 16, 2016.

BOARD ACTION:

Mr. Engle made a motion to approve as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 9-0.

IV. Planning/Discussion (items for June 27, 2016)

A. Budget and Finance

- 1) Check Register
- 2) Monthly Reports - May
- 3) Student Accident Insurance
- 4) Cafeteria Budget and Lunch Prices

V. Public Comment None

Mrs. Lingg announced an executive session was held prior to discuss legal matters.

VI. Adjournment - Mr. Engle made a motion to adjourn. The meeting was adjourned at 6:06 PM

The next Board meeting will be Monday, June 27, 2016 at 6:00 PM in the Boardroom.