

Hanover Public School District
School Board Planning Meeting
Monday, June 10, 2013 - 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. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland

Board Member absent: Mr. Watson

Also Present - Dr Moyer, Dr. Smith, Mr. Wentz, Mr. Fry, Mrs. Dubbs, Mr. Hershner, Mrs. Frock, Mr. Grimes, Mr. Hain, Mrs. Gunnet, Dr. Krout, Mr. Flores, Emily Emig, Max Emig, Eric Hartman, HEA; Mike Vaux, HPESPA; Loretta Livelsberger, Vicki Maloney, Kathi Martin, Maureen Adelin, David Cataldo, Maria Shea, Darlene Klenk, Jared Reck, Tim Kress

II. Recognition of Visitors :

Dr. Moyer recognized the retirees who were in attendance at the meeting. They were: Tony Grimes, Dave Cataldo, Joanne Gulden, Deb Herring, Emily Emig, Mary Brown, and Carol Forbes. Mr. Flores, Mr. Hain and Dr. Moyer spoke on behalf of Dave Cataldo since he did not attend the retirement dinner. Mary Brown's staff and Mr. Edwards spoke highly of Mrs. Brown's dedication to the practical nursing program.

Public Comment: None

III. Director of Curriculum & Instruction Report - Dr. Pam Smith

- End of Year Activities - Dr. Smith stated that the end of year activities were a culmination of all the students learned through the year and every student participates in the activities. She felt that they were very beneficial to students.

IV. Matters for Which Board Action is Required

A. Personnel

- 1) Resignation - The Board was requested to approve the following

resignation:

Christina Wiles, cafeteria worker and substitute adult patrol, effective May 31, 2013.

BOARD ACTION:

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

- 2) Furloughs - The Board was requested to approve the following furloughs, which are occurring due to changes in student needs:

Renita Brown, personal assistant, effective June 30, 2013.

Denise Dornbush, personal assistant, effective June 30, 2013

BOARD ACTION:

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

- 3) Employment - The Board was requested to approve the following employment items contingent upon receipt of all required employment paperwork:

Administrative Employee:

Timothy Kress, Facilities Manager, effective date to be determined. Rate of compensation will be \$50,000.00. ([enclosure](#)) (completed)

DISCUSSION:

Mrs. Funk wondered if Mr. Kress worked at any other school district. Mrs. Lingg noted that they conducted two rounds of interviews and references were checked and they were very comfortable with the decision to hire Mr. Kress. Mr. Roland noted that Mr. Kress will be participating before he actually starts. Mrs. Funk was wondering if he will be a hands-on worker. It was stated that he will.

BOARD ACTION:

Mr. Roland made a motion to approve the administrative employee as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

DISCUSSION:

Mr. Kress stated that he is a 1993 graduate of Hanover and he is very excited to come to work for Hanover.

Classified Employee:

Lynn Diehl, transfer from 4-hour part-time cafeteria position to a 5.5-hour cafeteria position. Rate of compensation will remain the same.

BOARD ACTION:

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

- 4) Approval of Advertise - The Board was requested to approve to advertise for the following position:

Cafeteria Workers- part-time 3 and 4 hours (2)

BOARD ACTION:

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

B. Budget and Finance

- 1) Transfer of Funds General Fund to Capital Reserve - The Board is requested to transfer \$12,792.25 from the General Fund to the Capital Reserve Fund (this is rebate monies from the new renovations energy efficiencies received from First Energy).

BOARD ACTION:

Mr. Roland made a motion to approve the transfer of funds as presented. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

C. Educational Programs

- 1) High School Handbook - The Board was requested to approve the 2013-2014 High School Handbook. ([enclosure](#)) ([enclosure](#))
- 2) Middle School Handbook - The Board was requested to approve the 2013-2014 Middle School Handbook. ([enclosure](#)) ([enclosure](#))

BOARD ACTION:

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

V. Planning/Discussion (items for June 24, 2013)

A. Personnel

- 1) Approval of Job Description - The Board is requested to approve the revised job descriptions:

Teacher Assistants ([enclosure](#))

Library Assistants ([enclosure](#))

DISCUSSION:

These job descriptions will make it consistent through all levels.

- 2) Approval of Advertise - The Board is 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)

- 3) Non-Bargaining Unit Classified Position Rate Increase - The Board is 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

DISCUSSION:

Mrs. Lingg asked that any board members with questions should see her regarding this.

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

DISCUSSION:

Mr. Engle stated that he felt it was a reasonable approach to things and should be approved.

- 5) Coaching and Co-Curricular Increases for the 2013-2014 school year. The Board is 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](#))

DISCUSSION:

Mrs. Funk wondered how many were below midpoint and above midpoint. Mr. Flores stated that the majority are below midpoint. If all of the coaches received a 2% raise, it would amount to \$2,418 and be less for co-curricular. Mrs. Funk did not feel that this should be approved because of the major cuts the board did with the custodians. It was noted that no increases were given last year.

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

B. Policy

- 1) Policies - Final

Policy Committee:

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

Regulation:

- [004.1-R1](#) Student Representatives

Regulations to Delete:

- [113-R](#) Students with Special Emotional Needs
- [113.1R1](#) Allocation of Classroom Space to Low Incidence Special Education Students

Budget & Finance Committee:

- [612](#) Purchases Not Budgeted
- [617](#) Petty Cash Funds
 - [617-R1](#) Admin Regulation Petty Cash Funds
 - [618-R1](#) Admin Regulation Student Activity Funds

C. Building and Grounds

- 1) Informational: Building & Grounds Meeting Report - June 14, 2013 ([agenda](#))

DISCUSSION:

Mr. Roland stated that this was the last meeting with Mr. Grimes. The work order management system is in place and it was very important that we not lose our work orders. Mrs. Lingg noted that they will be discussing shutting some of the buildings down completely over the summer. Mrs. Funk noted that she was not able to have access to the enclosures for the meeting. Mrs. Dubbs will give the board members access that are not on the building and grounds committee.

D. Budget and Finance

- 1) Check Registers
- 2) Monthly Reports - May
- 3) General Fund Budget Approval
- 4) Homestead/Farmstead Approval
- 5) Real Estate/Per Capita/Occupational Tax Approval
- 6) Installment Payment of Taxes
- 7) District Insurances Update for 2013-2014
- 8) Committed Funds for Fund Balance over 8%

VI. Public Comment

Mrs. Lingg announced that there was an executive session prior to the meeting on May 29 to discuss the Request For Proposal and Assistant Superintendent.

VII. Adjournment

The next Board meeting will be Monday, June 24, at 6:00 PM in the Boardroom.

Mrs. Funk made a motion to adjourn the meeting. Seconded by Mrs. Daubert. The meeting was adjourned at 6:35 PM.