

**NOVEMBER 14, 2017**

**HANOVER AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING**

**MINUTES**

2017

NOVEMBER 14,

**Hanover Area Junior/Senior High School  
Hanover Township, Pennsylvania  
November 14, 2017**

A Regular Meeting of the Board of School Directors of the Hanover Area School District was held in the Hanover Area Junior/Senior High School on Tuesday, November 14, 2017, at 6:35 P.M. The meeting was called to order by the Board President, Mr. John J. Mahle, Jr.

**RECOGNITION OF LORRAINE HEYDT, RETIRING BOARD MEMBER**

Mr. William Jones, Superintendent, stated I would like to take a moment and I would like to recognize one of our Board Members who will no longer be with us at the end of her term. I would like to say thanks to Mrs. Lorraine Heydt for her wonderful years of service and her wonderful friendship and everything that you have meant to the Hanover Area School District Board, and everything that you helped me out with, and everyone else on the Board, and also every student that has come through this district; we all certainly appreciated your hard work. And I would like to present you with this little token of our thanks and wish you the best. We will miss you. He asked Mrs. Heydt how many years has she served.

Mrs. Lorraine Heydt, Board Secretary, replied 17 years.

Mr. John Mahle, Board Member, also congratulated Mrs. Heydt.

**PLEDGE OF ALLEGIANCE TO OUR FLAG**

**ROLL CALL OF BOARD MEMBERS:**

**PRESENT:** John J. Mahle, Jr, President; Paul Holmgren, Vice-President; Joyce Potsko, Treasurer; Lorraine Heydt, Secretary; Frank Ciavarella, Jr., Dr. Vic Kopko, Stacy McGovern, Kevin Qualia and Joseph Steininger

**ABSENT:** None

Lorraine Heydt, Secretary, stated a Quorum was established for the meeting.  
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**OTHER PEOPLE PRESENT:**

Mr. William Jones, Superintendent; Attorney Jack Dean, School Solicitor; and a number of citizens.

Attorney Jack Dean, School Solicitor, stated this is a combined Work Session and Regular Board Meeting, so we can go right into the Work Session.

**APPROVAL AND ACCEPTANCE OF MINUTES/REPORTS:**

It was moved by Joseph Steininger, seconded by Stacy McGovern: To approve the following minutes:

- Regular School Board Meeting of October 3, 2017
- Special School Board Meeting of October 23, 2017
- Special School Board Meeting of October 30, 2017
- Luzerne Intermediate Unit #18 Board of Directors Regular Meeting minutes of September 27, 2017
- Wilkes-Barre Area Career & Technical Center Board of Education-Joint Operating Committee minutes of October 16, 2017

**BOARD VOTE:** YES: Ciavarella, Heydt, Holmgren, Kopko, Mahle, McGovern, Potsko, Quaglia, Steininger NO: None ABSENT: None ABSTAIN: None  
Chair declared the motion carried.

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**SUPERINTENDENT'S REPORT:**

Mr. William Jones, Superintendent, stated I would again like to recognize Mrs. Lorraine Heydt as our retiring School Board Member who we greatly appreciated and we will miss her very much. I hope she will miss us as much as we are going to miss her. As far as anything else, it is getting near the end of the first quarter and school is pretty much on a roll now, moving along and the kids are doing well. We did have a water main break and we had to bring the kids from Memorial Elementary School to the Junior/Senior High School for the afternoon because the water was dirty. We had another water main break today in front of Lee Park Elementary School but it was taken care of very quickly, so we didn't have any problems with that.

I would now like to turn over the meeting to the Principal of the Hanover Area Junior/Senior High School, Mr. Daniel Malloy, to make the Student Presentation.

Mr. Daniel Malloy stated those of you who have been here before come to expect that when I introduce the "Student of the Month", that person is very well rounded; and I would say that Jake exemplifies that. Our "Student of the Month" for October ranks near the top of his class. Academically, he has been on our high honor roll every quarter since he has become a Hanover Area High School student. He takes college courses as part of our College Scholars Program, while he is still here at Hanover Area. He has participated in one point or another in just about every extra-curricular activity that there is to do here in the school. He also participates in our sports activities in our school as well. And, through all of that, he has managed to work outside of school. Planning time to fit in all of those activities is exceptional. When he speaks to you he will no doubt talk about how his familiarity with the school has something to do with that. I can attest to the fact that I have seen him running around these halls since he was a little kid. But the reality is, in order for someone to accomplish all of the things that he has done here at Hanover Area and did it exceptionally, I have no doubt that his success will extend outside of these walls because of his work ethic and because of those things that he has done here at Hanover Area School District. It gives me an exceptional amount of pride and joy to introduce you to our October "Student of the Month", Jacob Finn.

Jacob Finn then gave a brief synopsis of all of his academic and athletic accomplishments, along with awards and recognitions he received while

attending the Hanover Area School District. He thanked all of the teachers who nominated him for this recognition as “Student of the Month”, and was honored to be included in the long list of students who also received this recognition for their hard work.

He stated that the Junior/Senior High School has always been his second home

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for as long as he could remember and said this second home was introduced to him years ago by his mother soon after he was born. He remembers spending countless hours in the summer while his mother changed, cleaned and also re-arranged her classroom and said there has never been a summer that he can't remember spending these few days going through the building to find out where everything was, as he walked through the halls with his brothers and sisters; which gave him a great big advantage when he started 7<sup>th</sup> grade by knowing where everything was located in the school. Jacob stated this easy transition was not only because he knew where everything was, but also because of his second family that he had at the school; all the teachers who taught next to his mother's classroom. Jacob was surprised that some of the teachers he had never met knew him because they knew his mother. Jacob said along the way there are always many challenges to face, and his experience in Hanover, especially recently, were no exception. He said there were times that he wanted to rip his hair out because he had the hardest homework in his life, especially in chemistry and calculus. He remarked thanks to the teachers and the staff here there is never a shortage of people willing to help me out and if it weren't for the tireless efforts of each one of his teachers, he would not be where he is today. He said thanks to his strong foundation in academics and his experiences in Hanover, he feels confident that he will have a smooth transition into the next chapter in his life. Jacob thanked the faculty and staff who nominated him for this great honor as being chosen as the “Student of the Month” for October.

Mrs. Christa Kota-Langdon, Representing the Leo Club and Student Council, presented Jacob Finn with tokens of appreciation for being chosen as the “Student of the Month” for October. She said it is my pleasure to present you with this award and I wish you the very best in your future plans.

Mr. William Jones, Superintendent, stated that concludes the Superintendent's Report.

It was moved by Paul Holmgren, seconded by Frank Ciavarella: To accept the Report of the Superintendent.

**BOARD VOTE:** YES: Ciavarella, Heydt, Holmgren, Kopko, Mahle, McGovern, Potsko, Quaglia, Steininger NO: None ABSENT: None ABSTAIN: None  
Chair declared the motion carried.

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**RECOMMENDATIONS:**

**GENERAL:**

It was moved by Lorraine Heydt, seconded by Joseph Steininger: To approve the following motions:

1. Approve the first reading of the following School Board Policies:  
(Exhibit G-1)

Policy #004	Membership
Policy #007	Policy Manual Access
Policy #011	Principles of Governance and Leadership
Policy #104	Nondiscrimination in Employment Practices
Policy #115	Career and Technical Education
Policy #150	Title I – Comparability of Services
Policy #203	Immunizations and Communicable Diseases
Policy #203.1	Copy of HIV Infection
Policy #209.2	Diabetes Management
Policy #235	Copy of Student Rights and Responsibilities
Policy #249	Copy of Bullying/Cyberbullying

Policy #251	Homeless Students
Policy #252	Copy of Dating Violence
Policy #255	Educational Stability or Children in Foster Care
Policy #314.1	Copy of HIV Infection

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Policy #317	Conduct/Disciplinary Procedures
Policy #336	Personal Necessity Leave
Policy #806	Child Abuse
Policy #808	Food Services
Policy #810.2	Transportation – Video/Audio Recording
Policy #815	Copy of Acceptable Use of Internet, Computers and Network Resources
Policy #819	Suicide Awareness, Prevention and Response
Policy #824	Maintaining Professional Adult/Student Boundaries
Policy #827	Conflict of Interest
Policy #916	Volunteers

2. Approve the second and final reading of the following School Board Policies: (Exhibit G-2)

Policy #626	Federal Fiscal Compliance (with attachments)
Policy #626.1	Travel Reimbursement – Federal Programs
Policy #827	Conflict of Interest

3. Approve the 2017-2018 K-12 Course of Study. (Exhibit G-3)

4. Approve the 2017-2018 Textbook and Materials List. (Exhibit G-4)

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**BOARD VOTE: (ON MOTIONS #1 TO AND INCLUDING #4 ABOVE):** YES: Ciavarella, Heydt, Holmgren, Kopko, Mahle, McGovern, Potsko, Quaglia, Steininger NO: None ABSENT: None ABSTAIN: None Chair declared the motions carried.

Elizabeth Hartman, who lives in Lyndwood, asked where can we find this available to the public so we can look to see what you are voting on every month.

Attorney Jack Dean, School Solicitor, asked do you mean the policies.

Elizabeth Hartman replied yes.

Attorney Jack Dean, School Solicitor, replied the policies are available on the Hanover Area School District's Website.

Mr. William Jones, Superintendent, also stated you can also come into the Superintendent's Office anytime and get a copy of all of the policies.

Elizabeth Hartman replied ok. Thank you.

**FINANCIAL:**

It was moved by Stacy McGovern, seconded by Joyce Potsko: To approve the following motions:



1. Ratify the following PNC check registers: (Exhibit F-1)  
September 29, 2017 through November 9, 2017

2. Approve the PNC check register of November 9, 2017. (Exhibit F-2)

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3. Elliott Greenleaf & Dean \$5,041.00  
John Dean  
Meghan M. Carey  
Chad Sweigart  
Invoice #142285

Pugliese, Finnegan, Shaffer & Ferentino LLC \$604.50  
William Finnegan  
Invoice #26128

4. Approve the following Food Service Bills:

a) MOTION TAKEN OFF AGENDA

- b) K&D Factory Service, Inc. \$237.60  
Invoice #188923

5. Authorize the refunds of school property taxes to the following Hanover Township taxpayers:

M&T Bank \$486.84

Crosspoint Parkway

NOTE: Paperwork is on file in the Business Office.

6. MOTION TAKED OFF AGENDA

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**BOARD VOTE: (ON MOTIONS #1 TO AND INCLUDING #6 ABOVE) YES:**  
Ciavarella, Heydt, Holmgren, Kopko, Mahle, McGovern, Potsko, Quaglia,  
Steininger NO: None ABSENT: None ABSTAIN: None  
Chair declared the motions carried.

**PERSONNEL:**

It was moved by Frank Ciavarella seconded by Joseph Steininger: To approve the following motions:

1. Approve the request of Alayna Soucy to take an Unpaid Leave of Absence beginning November 13, 2017 to December 1, 2017. (Exhibit P-1)
  
2. Accept the resignation of Richard Gavlick as Head Wrestling Coach, effective November 14, 2017. (Exhibit P-2)
  
3. Appoint/re-appoint the following Extra-Curricular Personnel, as recommended by the Athletic Director, for the 2017-2018 School Year:

Jared Carlo	Junior Varsity Boys Basketball	\$2,822.00
Anthony Marcincavage	Junior High Boys Basketball	\$2,628.00
Matt Dessoie	Varsity Boys Basketball	UNPAID
Julian Maffei	7 <sup>th</sup> & 8 <sup>th</sup> Grade Boys Basketball	\$1,700.00
Maureen Lisman	JV Girls Basketball	\$2,822.00
Alexis Shipula	7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls Basketball	\$1,700.00
Lauren McCormick	Junior High Girls Basketball	\$2,628.00
Michael Griffith	Head Wrestling Coach	\$5,135.00

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Attorney Jack Dean, School Solicitor, stated Motion #4 is an add-on and the motion reads as follows:

4. Motion to approve hiring Robert Kachurak, CPA, as Business Manager at an annual salary of \$95,000.00, pro-rated, pending final review of contract language by the solicitor.

Dr. Vic Kopko, Board Member, stated Motion #5 is also an add-on and the motion reads as follows:

5. Motion to immediately accept applications to fill two open part-time cleaning positions, not to exceed 4 hours per day each, at a rate as per the Collective Bargaining Agreement.

**BOARD VOTE: (ON MOTIONS #1 TO AND INCLUDING #5 ABOVE) YES:**

Ciavarella, Heydt, Holmgren (I vote yes on everything except motion #4), Kopko, Mahle, McGovern (yes on motions #1, #2, #3, and #5, no on motion #4), Potsko, Quaglia (yes on motions #1, #2, #3, and #5, no on motion #4), Steininger (yes on motions #1, #2, #3 and #5, no on motion #4) NO: Holmgren (On Motion #4 only), McGovern (On Motion #4 only), Quaglia (On Motion #4 only), Steininger (On Motion #4 only) ABSENT: None ABSTAIN: None Chair declared the motions carried.

Elizabeth Hartman asked how can we afford that because as a district we are broke. Last month you made the choice to get rid of two part time people and then hired a full time person, and spent more money on benefits. She asked how can we afford that as taxpayers. I had to move back in with my mother so she doesn't lose her home, so I can help her pay her taxes. She is 84 years old and ran a business in this township her whole life and she can't afford it and our seniors are losing their homes. How can we afford \$95,000.00 for a CPA.

Attorney Jack Dean, School Solicitor, replied our former Business Manager was making \$85,000.00. \$95,000.00 and we are negotiating health care concessions which will reduce the \$95,000.00 to a figure well below that. \$95,000.00 for a district with \$32 million dollars, as far as a Business Manager, that is right in fair

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market range, actually a little below fair market range for a district. Every district needs a Business Manager who is confident to handle a budget of over \$30 million dollars.

Dr. Victor Kopko, Board Member, stated Mrs. Hartman, if I may, in addition to what Attorney Dean said, I understand exactly what you are saying. We drive up and down the streets and see houses for sale, people can't sell, and people don't want to come in here. We have the highest tax rate in the county. And this district has been broken; it has been run into the ground. As Attorney Dean said, the salary is \$95,000.00. I personally negotiated a \$10,000.00 reduction on our annual audit

fee. So if you subtract that, we are bringing it right in line with past precedence, which is typically in line with a budget of \$30 million dollars. The person who we have hired this evening is a Certified Public Accountant. He is coming in with School District audit background and it is exactly what we need here, in my judgement; and four other of my colleagues agree. This is, in my opinion, a win for the School District. It's a lot of money when we are writing checks out to pay taxes, and I am completely with you on that. In my judgement, and I have a background in finance management, this is the right move that needs to be done tonight, in my opinion. And I completely understand where you are coming from, but I wanted to add that I negotiated a \$10,000.00 reduction in our audit fee to help bring the salary more in line with what we were paying previously.

Elizabeth Hartman replied that she was a small business owner and if she didn't have money to pay her bills, she would do without. We have to learn how to do without some stuff.

Mr. John Mahle, Board President, replied we can't do without a Business Manager.

Elizabeth Hartman replied no, but some is ridiculous, like why did we have to hire somebody and give them benefits, when we already had 2 people in the job that didn't need benefits. It is just an added expense that we didn't need. In my business, if I can't afford that or don't know where I am getting the money from, I don't do it because I have employees that I need to take care of. So we need to start thinking about what we are doing. I understand that we need this as a School Board, but we need more of the public involved, and I am going to work on that and try to get this room filled up a little more. I just started with the shredding company, I don't know if you feel the blasts up here, when the buildings shake and the cars explode on Fellows Avenue. We are having a meeting with them on December 5<sup>th</sup> and the County Commissioners. But I am going to start working on filling this room and let's see if we can get things moving in the right direction.

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**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

**RECOGNITION OF VISITORS:**

No one wished to be recognized at this Regular School Board Meeting.

Mr. Frank Ciavarella, Board Member, said Lorraine, it was a pleasure working with you. We ran against each other but we ended up becoming friends.

**FUTURE MEETINGS:**

December Reorganization Meeting	Tuesday, December 5, 2017
December Board Work Session	Tuesday, December 5, 2017
December Regular Monthly Meeting	Tuesday, December 5, 2017

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**ADJOURNMENT:**

It was moved by Paul Holmgren, seconded by Joyce Potsko: To adjourn the Regular School Board Meeting at 6:51 P.M.

**BOARD VOTE:** YES: Ciavarella, Heydt, Holmgren, Kopko, Mahle, McGovern, Potsko, Quaglia, Steininger NO: None ABSENT: None ABSTAIN: None  
Chair declared the motion carried.

ATTEST:

, Secretary  
**Lorraine Heydt**  
**Hanover Area School Board**