

**Hanover Area School District  
Board of Education**  
*Hanover Area Junior-Senior High School  
1600 Sans Souci Parkway  
Hanover Township, Pa 18706*

**Board of Education Work Session  
Monday, November 3, 2008**

***Board of Education***

John J. Mahle, Jr., **President**  
Anthony Gagliardi, **Vice-President**      Evelyn Evans, **Secretary**  
David J. Evans      Peter Halsey  
Lorraine Heydt      John Pericci  
Frank J. Sorokach      Anthony Spinozza

Attorney Joseph J. Van Jura, **School Solicitor**

**District Administration**  
Anthony Podczasy, **Superintendent**  
Joseph P. Kochuba, C.P.A., **Business Administrator**

**Board Representatives**

David J. Evans      • Wilkes-Barre Area Vocational-Technical School  
Peter M. Halsey      • Luzerne Intermediate Unit 18 School Board  
John J. Mahle      • Alternate WBAVTS  
Lorraine Heydt      • PA School Board Association Legislation

1. Call to Order
2. Minutes / Committee Reports
3. Superintendent's Report
4. Agenda Recommendations – **General**
5. Agenda Recommendations – **Financial**
6. Agenda Recommendations – **Personnel**
7. Future Meetings

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*GENERAL RECOMMENDATIONS:*

*It was moved by:* \_\_\_\_\_

*Seconded by:* \_\_\_\_\_

*To approve the following motions:*      *AYES:* \_\_\_\_\_      *NOES:* \_\_\_\_\_

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1. Approve the School Improvement Plans for the following schools:  
    Hanover Area Junior-Senior High School  
    Memorial Elementary School  
    Lyndwood Elementary School
  
2. Approve the agreement with Kids Peace for the 2008-2009 school year. (Exhibit G-2)
  
3. Approve the 2008-2009 Inclusive Practices Mini-Grant Agreement between the Allegheny Intermediate Unit and the Hanover Area School District. (Exhibit G-3)

**HANOVER AREA SCHOOL DISTRICT  
BOARD OF EDUCATION WORK SESSION  
MONDAY, NOVEMBER 3, 2008**

**RECOMMENDATIONS:**

**FINANCIAL:**

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_:  
To approve the following motions:           **AYES:**           **NOES.**

**BUSINESS ADMINISTRATOR'S REPORT FOR NOVEMBER 3, 2008**

1. Approve the Termite Service Warranty with J.C. Ehrlich Company, Inc., for the Superintendent's Office, Hanover Area Junior/Senior High School, for the period November, 2008 through October, 2011, in the amount of \$275.15, as per Exhibit F-1.

2. Approve the 12 Months Advantage Service Agreement with Guyette Communication Industries Corporation, for the Clock Systems at the following schools, for the period November 1, 2008 to October 31, 2009, as per Exhibit F-2:

Hanover Area Memorial Elementary School	\$295.00
Hanover Green Elementary School	\$295.00
Lee Park Elementary School	\$295.00
Lyndwood Elementary School	<u>\$295.00</u>
<b>TOTAL</b>	<b>\$1,180.00</b>

3. Approve the refund of \$100.00 to Barbara Howell, for the medical insurance payment she made to SCS for the month of December, 2008, as per Exhibit F-3.

4. Authorize the Hanover Area School District to enter into an Agreement with Luzerne County and Century 21 Appraisals to prepare, mail, process, and summarize Act 1 Homestead/Farmstead mailings to Hanover Area School District resident property owners, approximately 957 property owners at .39 cents per notification, as per Exhibit F-4.

5. Approve the Repository Tax Sales, as per Exhibit F-5.

**HANOVER AREA SCHOOL DISTRICT  
BOARD OF EDUCATION WORK SESSION  
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**RECOMMENDATIONS:**

**FINANCIAL:**

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_:  
To approve the following motions:           **AYES:**           **NOES.**

6. Approve payment of the following Capital Projects Requisition, as per Exhibit F-6:

Requisition #2008-2009-31-B	\$ 2,500.00
E I Associates	
2001 North Front Street	
Building #3	
Harrisburg, PA 17102	

7. Acknowledge correspondence from the Commonwealth of Pennsylvania, Department of Education, Bureau of Budget and Fiscal Management, regarding the approval of the Single Audit Report of Hanover Area School District, for the Fiscal Year ended June 30, 2007, as per Exhibit F-7.

8. Approve payment of the following legal fees: (Exhibit F-8)

<u>Professional Services Rendered</u>	
Attorney Joseph J. Van Jura	\$3,275.00
(for the period October 1, 2008 through October 28, 2008)	

9. Approve the refund of 2008 School District Real Estate Taxes, to the following: (Exhibit F-9)

Judith R. Qualters	\$203.23 (Abatement #26359)
1430 Mockwell Ct.	
Dunwoody, GA 30338-4210	
(Location of Property-33 Spring Street, Hanover Township)	

Schiel Development LLC	\$366.55 (Supplemental Bill-
30 Hanover Street	issued in error)
Wilkes-Barre, PA 18702	

**HANOVER AREA SCHOOL DISTRICT  
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**RECOMMENDATIONS:**

**FINANCIAL:**

**It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_:**  
**To approve the following motions:                    AYES:                    NOES.**

10. Approve payment of the following invoices to Cavanaugh Electrical Contracting, Inc., in the total amount of \$11,103.38, for damages to the parking lot lighting at the Hanover Area Junior/Senior High School, which will be reimbursed to the school district by Slusser Brothers: (Exhibit F-10)

Invoice #23505	\$1,103.60
Invoice #23506	\$3,700.83
Invoice #23507	\$6,145.31
Invoice #23514	<u>\$ 153.64</u>
TOTAL	\$11,103.38

11. Appoint DeHey McAndrew, LLC, to provide IRC Section 403(b) Salary Reduction Agreement Plan Administrative Services and Common Remitter to the School District, as per Engagement Letter. (Exhibit F-11)
12. Approve the PDE-3074 (c) Form for the repair of the heating and ventilation equipment which is controlled by an energy management system located in Lyndwood Elementary School, which was struck by lightning. (Exhibit F-12)
13. Approve the Cell Phone Agreement with Verizon, effective October 7, 2008, as per Exhibit F-13. (Exhibit will be provided by Joseph Alberola)
14. Discuss Transportation Contract with Churnetski Transportation, Inc. (Exhibit F-14)

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**RECOMMENDATIONS:**

**FINANCIAL:**

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_:  
To approve the following motions:           **AYES:**           **NOES.**

15.    Discuss Landmark Bank.

16.    Informational: Letter from Attorney Joseph J. Van Jura to Attorney Davison, dated October 17, 2008, regarding Bankruptcies. (Exhibit F-16)

17.    Approve the Financial Reports (for September, 2008) as listed below:

- |    |  |               |
|----|--|---------------|
| a. | Data Processing  | DP-1 to DP-6  |
| b. | Food Service Fund  | FS-1 to FS-6  |
| c. | General Fund   | GF-1 to GF-32 |
| d. | Junior/Senior High School Activity Fund  | JS-1 to JS-6  |
| e. | P.S.D.L.A.F. Account   | PS-1 to PS-11 |
| f. | Real Estate Escrow Account   | RE- 1 to RE-2 |
| g. | E.S.E.A. Title I Account/Federal Projects Account/<br>State Grants Account     | FP-1 to FP-17 |
| h. | <u>OTHER FINANCIAL REPORTS:</u><br>William H. & Ruth W. Young Scholarship Fund | SC-1 to SC-6  |