

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Tuesday, May 25, 2004

7:00 P.M.

A. Opening Business

Call to Order -- The meeting of the Hanover Public School District Board of Education was called to order at 7:17 p.m. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call - Board Members present: Ms. Angelo, Dr. Daniels, Mr. Frederick, Mr. Kauffman, Mr. Scholles, Mrs. Sunday, Mr. West, Mr. Zeigler

Board Member absent: Mr. Edwards

Student Board Member present: Tegan Colley
Student Board Member absent: Mia Mavros

Also Present - Mr. Yingst, Dr. Dillon, Dr. Quinn, Mrs. Green, Mrs. Frock, Mr. Fry, Mrs. Schoonover, Mr. Alban, Mr. Mowrey, Mrs. Bookwalter, Mrs. Herring, Mr. Doll, Mr. Crowl, Mrs. LeDane, Mrs. Worley, Lois Gunnet, Kevin Gunnet, Penny Ritter, HEA; Ralph Kuhn, Mrs. Smith

Mrs. Sunday announced that an Executive Session preceded the Board meeting to discuss personnel and legal issues.

B. Recognition of Visitors and Public Comment:

Public Comment: None

C. Standing Committee Reports

Policy Committee – Sunday, Chair; Angelo, Scholles
Mrs. Sunday reported that the first Policy Committee meeting was held on May 24, 2004. The next meeting is scheduled for June 21, 2004.

Negotiating Committee Classified – Angelo, Chief Negotiator; Edwards, Scholles, West
Ms. Angelo stated that the Committee has been meeting regularly and that the next meeting will be held on May 27, 2004.

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YST - Zeigler, Representative; West (Alternate)

Mr. Zeigler gave a report which highlighted academic and business matters at YST.

Recreation - Scholles, Representative; Kauffman (Alternate)

Mr. Scholles stated that the most recent meeting was April 29, 2004.

PN Advisory - Daniels, Representative; Edwards (Alternate)

Mrs. LeDane updated the Board on the revised curriculum for Level I.

Meet & Discuss Professional - West, Representative; Angelo, Frederick – No report

Meet & Discuss Classified - Angelo, Representative; Daniels, Zeigler – No report

Meet & Discuss Administrative - Sunday, Representative; Kauffman, Zeigler – No report

Joint Wage Tax - Edwards, Representative; Zeigler (Alternate) – No report

Lincoln Intermediate Unit Insurance Trust - Edwards, Representative, Frock (Alternate) – No report

Lincoln Intermediate Unit Board of Directors - Edwards, Representative; Sunday (Alternate) – No report

Legislative Liaison with Pennsylvania School Board Association - Angelo, Representative; Edwards (Alternate) – No report

Mr. Edwards arrived at 7:24 p.m.

Superintendent's Advisory Council - Frederick, Representative; Zeigler (Alternate)

Mr. Frederick gave a report on the last meeting of the Council. The Council will be combining with Arts and Athletics in the future.

Arts and Athletics – Scholles, Representative; Frederick (Alternate)

Mr. Scholles announced the restructuring of the committee to form an Academics, Arts, and Athletics Committee. He anticipates a kick-off of the committee in August. Mr. Scholles encouraged everyone to visit the link on the district website for information on the committee.

Student Board Members Report – Mavros, Colley (Henise, Alternate)

Miss Colley updated the Board on the academic and extracurricular events at the high school.

Middle School Students Report – Day, Engle, Frederick

Miss Frederick updated the Board on the academic and extracurricular events at the middle school.

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D. **Legal Report:** Mr. Yingst

Mr. Yingst reported that two adjudications needed to be acted upon.

The first adjudication involved an elementary school student with a weapon. The Board appointed Mr. West as a hearing officer. Mr. West recommended that the student be expelled from the Hanover Public School District until the end of the 2004-2005 school year. The parents or guardians have the initial responsibility to provide the required education through alternative placement, tutorial or correspondence study, etc. Should the parents or guardians be unable to provide the education, then the District will provide said education through the expulsion period at which time the student may be reinstated.

BOARD ACTION:

Ms. Angelo made a motion to expel the student as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

The second adjudication involved a middle school student with contraband on her person. A recommendation was made for expulsion for the remainder of the 2003-2004 school year and for the student to be placed in the District's in-house Alternate Education program following a ten-day suspension. The student will be eligible to return to the regular classroom with the beginning of the 2004-2005 academic year.

BOARD ACTION:

Mr. Scholles made a motion for expulsion as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0. Mr. Frederick, Mrs. Sunday, and Ms. Angelo abstained from voting.

E. **Monthly Visitation Programs** – School Board Members Report – No report

F. **Consent Agenda:**

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

Recommendation: Motion to approve items on the Consent Agenda.

1. **Minutes** of the April 20, 2004 board meeting.

2. Personnel Committee

Background:

a) **Retirement(s)** – Board approval for the following retirement(s):

PN Program Employee(s):

Laurie Donaldson, fulltime LPN Instructor, change from resignation to retirement effective May 7, 2004. Mrs. Donaldson will retire with almost six years of service to the Hanover Public School District.

b) **Resignations** – Board approval for the following resignation(s):

PN Employee(s):

Margaret Colton, part-time PN Instructor. Mrs. Colton was hired at the March 23, 2004 Board meeting, but has since declined the position.

Classified Employee(s):

Mindy Young, lunchroom/playground supervisor, effective May 7, 2004, for personal reasons. Mrs. Young wishes to remain on the substitute teaching and personal assistant, clerical and lunchroom/playground supervisors substitute lists.

c) **Employment** – Board approval for the following employment items contingent upon the receipt of all necessary employment documents:

Professional Employee(s):

Heather Little, elementary teacher, effective with the beginning of the 2004-2005 school year. Rate of compensation will be \$35,574, Instructional I, Step 1.

Classified Employee(s):

Christopher Costas, part-time custodian at Clearview Elementary, effective May 10, 2004. Rate of compensation will be \$7.08 per hour.

David Terrazas, full-time second shift custodian at the Middle School, effective May 10, 2004. Rate of compensation will be \$9.40 per hour.

Substitute Employee(s):

Nikki Barnhart, extended reading specialist substitute teacher, effective May 17, 2004 through May 28, 2004. Rate of compensation will be \$150.00 per day. Mrs. Barnhart will be substituting during the leave of Patricia Russell.

Rhonda Becker, substitute teaching and personal assistant and clerical worker. Rate of compensation will be \$7.00 per hour.

Maureen Gregory, extended sixth grade substitute teacher, effective May 3, 2004 through the end of the 2003-2004 school year. Rate of compensation will be \$180.02 per day.

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Amy Dominques, Lynn Garvick, Monica Hart, Jessica Scott, day-to-day substitute teacher. Rate of compensation will be \$90.00 per day.

- d) **Employment** – Board approval for the following employment item(s) contingent upon the receipt of all necessary employment documents:

Matthew Mowrey, transfer from middle school principal to third grade elementary teacher at Hanover Street Elementary, effective with the beginning of the 2004-2005 school year. Rate of compensation will be Masters Step 13 of the 2004-2005 salary schedule.

- e) **Leave(s) of Absence** - Board approval for the following request(s) for leave of absence:

Jennifer Buckley, request for FMLA leave of absence without pay for medical reasons, effective May 11 through approximately May 28, 2004. (Mrs. Buckley will use sick leave for the last week of leave of absence.)

- f) **Summer Employment** - Board approval for employment of the following summer workers, effective June 11, 2004 with the exception as noted.

Expeditor: Cindy Bull - \$7.50 per hour

Head Painter: Leah Shepler - \$7.50 per hour

Regular Workers: \$6.25 per hour

Zachary Blake

Philip Bull

Ann Moncrief

Cody Dubs

Mark Craumer

Justin Diehl

Shirley Moncrief

Kathie Shaffer

Keith Strausbaugh

Josh Bull*

Alyssa Motter

Katie Lippy

Joe Scholles

Leah Smith

(Mr. Mike O'Connor and Mr. Jacob Smith have declined the offers of employment subsequent to the Committee Meeting.)

* To begin May 26, 2004

g) **Vacancies:**

Current

Personal Assistant – Middle School
Adult Patrol – Hanover Street
Custodian – part-time, High School

2004-2005

Transition Coordinator
Learning Support Teacher
Elementary Teaching Positions

(NO BOARD ACTION WAS REQUIRED.)

Recommendation: Board approval of the Personnel Committee items is recommended.

3. Curriculum and Technology Committee

Background:

- a) **Safe and Drug Free Schools Consortium** – Board approval to grant the administration permission to apply for Safe and Drug Free Schools money through a consortium with the Lincoln Intermediate Unit for the 2004-2005 school year.
- b) **Federal Programs Grant Application** – Board approval to grant the administration permission to apply for the following federal program grants for the 2004-2005 school year:

Title I – Improving Basic Programs
Title II Part A – Improving Teacher Quality
Title II Part D – Educational Technology
Title V – Innovative Education

Recommendation: Board approval of the Curriculum and Technology Committee items is recommended.

4. Budget and Finance

Background:

- a) **2004-2005 Budget – Discussion Item** - The 2004-2005 general fund budget, which was tentatively approved at the meeting of April 20, 2004, has been on public display and advertised accordingly. Mrs. Green and Mr. Kauffman discussed the tentative budget with the Committee. **(NO BOARD ACTION WAS REQUIRED.)**

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- b) **Reimbursement to the Capital Reserve Fund** – Board approval of a resolution stating that the intent of the school board is to fully reimburse itself (capital reserve fund) for funds expended for Hanover Street and Washington projects when we receive the proposed 2005 bond financing.
- Using bond financing for the projects enables the money to be subject to the PlanCon reimbursement process and allows the district to use the capital reserve funds for non-reimbursable projects.
- c) **Capital Reserve Budget** – Board approval of the 2004-05 capital reserve budget.
- d) **Treasurer for 2004-2005** – Board approval to appoint Mr. Kauffman as treasurer for the 2004-2005 fiscal year. The insurance advisor will be directed to secure the proper bond for the treasurer.
- e) **Hanover Rehabilitation Contract for Athletic Trainer** – Board approval of the contract for an athletic trainer for the 2004-2005 school year with the Hanover Rehabilitation Center. This contract is for on-site athletic training services for any athletes engaged in or participating in the athletic programs of Hanover High School. The cost of the services to date for 2003-04 and 2002-2003 are \$1,550.00 and \$1,230.75, respectively.
- f) **Bids for 2004 –2005** – Board approval to solicit for bids for the following for 2004-2005:
- Bakery Products
 - Miscellaneous Cafeteria Foods
 - Musical Instruments
- g) **Award of LIU Joint Purchasing Board Bids for 2004 – 2005** – The LIU Joint Purchasing Board at the meeting of May 10, 2004 approved the bids for general supplies, paper, art, health, athletic, and custodial supplies bids for 2004 –2005 fiscal year. Board approval to award the bids to the vendors per the information that was provided.
- h) **Nextel Phone Agreement** – Board approval of a one-year agreement with Nextel for wireless communication needs.
- i) **Transportation Services** – Board approval to award the 2004-2005 transportation services to F&S Transportation, Inc.
- j) **Bond Issue** – Board approval to proceed with a variable rate bond issue, not to exceed \$14 million, and to put the documents in place for a swap agreement at a future date (to be done if conditions are favorable). This issue is recommended to take place in June 2004.

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k) **Monthly Reports** – Board approval of the following reports for the month of April 2004:

- Tax Collector Report
- Treasurer's Report
- Investment Report
- Budget Expenditure Report
- Revenue Budget Summary
- Cafeteria Report
- Student Activities Reports

l) **Emma Martinez Memorial Scholarship** – Board approval to participate in the Emma Martinez Memorial Scholarship. The participation would include choosing the names of deserving students based upon preset criteria and sending the names and information to Ms. Donna Martinez for selection of the recipient. (The district will obtain student and parental consent to participate in the selection process.)

Recommendation: Board approval of the Budget and Finance Committee items is recommended.

5. **Buildings and Grounds Committee**

Background:

a) **Project Update – Information Item**

Clearview Demolition

PDE has granted permission to remove the asbestos from the old Clearview building. This is the first step in the demolition process. This should take place sometime this month. Paperwork has also been submitted to PDE for permission to do the actual demolition. **(NO BOARD ACTION WAS REQUIRED.)**

Recommendation: Board approval of the Building and Grounds Committee items is recommended.

END OF CONSENT AGENDA

APPROVAL OF CONSENT AGENDA

Mr. Scholles requested that Joe Scholles be pulled from item 2. f) Summer Employment and voted on with New Business.

Mrs. Sunday made a motion to approve the Consent Agenda with the exception of the item noted above. Seconded by Mr. Kauffman and passed on a roll call vote of 9 to 0.

G. New Business

1. Superintendent's Report: Dr. Dillon

Dr. Dillon introduced Penny Ritter and Ralph Kuhn, members of the School Wide Effective Behavior Team (SWEBS) at the middle school. Mrs. Ritter and Mr. Kuhn commented on plans for the implementation of SWEBS for the 2004-2005 school year. Mrs. Schoonover advised the Board on the plans for the high school's participation in SWEBS.

2. Personnel

h) **Job Descriptions** – The Board was requested to approve the following job descriptions:

Athletic Director (revised)
High School Principal (revised)
Supervisor of Special Education (new)

BOARD ACTION:

Ms. Angelo made a motion to approve the job descriptions as presented.
Seconded by Mrs. Sunday.

DISCUSSION: After discussion of the pros and cons of to whom the Athletic Director should report, the Board concluded that the Athletic Director's job description should be changed to reflect that the Athletic Director will report to the Superintendent instead of the High School Principal.

Ms. Angelo amended her motion to approve the job descriptions with the change to the Athletic Director Job Description as noted above. Seconded by Mrs. Sunday. The motion passed on a roll call vote of 7 to 2. Mr. West and Mr. Zeigler voted negative.

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- i) **Salary Ranges** – The Board was requested to modify the salary ranges for the Athletic Director to reflect additional job responsibilities, and to set the salary range for the Supervisor of Special Education.

Athletic Director	\$37,137 - \$62,390
Supervisor of Special Education	\$64,409 - \$90,173

BOARD ACTION:

Ms. Angelo made a motion to approve the salary ranges as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- j) **Employment** – The Board was requested to approve the following employment items contingent upon the receipt of all necessary employment documents:

Administrative Employee(s):

Lois Gunnet, supervisor of special education, effective July 1, 2004. Rate of compensation will be \$70,915.

Summer Reading Academy Employees:

Dates of the academy will be July 26, 2004 through August 13, 2004. Rate of compensation will be \$16.00 per hour. All costs will be paid through Title I funds.

Laurie Menges	Michelle Becker	Kelly Warner
Mary (Terry) McKim	Darlene Falcone	Caren Evans
Kathleen Russell	Liz Sheaffer	Elaine Kennedy
Pat Russell (substitute)		

BOARD ACTION:

Ms. Angelo made a motion to approve the employment items as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- k) **Summer Employment** – The Board was requested to approve the following summer workers, effective June 11, 2004.

Kaleigh Sunday	Robert Smith	Tracie Gass (effective May 26, 2004)
Nathan Lippy	Joe Scholles	Brian Lippy (substitute worker)
Cole Feeser (substitute worker)		

BOARD ACTION:

Ms. Angelo made a motion to approve the summer workers as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 7 to 0. Mr. Scholles and Mrs. Sunday abstained from voting.

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- l) **Employment** – The Board was requested to approve the following employment items contingent upon the receipt of all necessary employment documents:

Substitute Employee(s):

Michelle Becker, substitute teacher, effective immediately. Rate of compensation will be \$90.00 per day.

Ashley Rohrbaugh, substitute teaching and personal assistant. Rate of compensation will be \$7.00 per hour.

BOARD ACTION:

Ms. Angelo made a motion to approve the employment items as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- m) **Leave(s) of Absence** – The Board was requested to approve the following requests for leave of absence:

Jennifer Landsman, leave of absence without pay to participate in the Group Study Exchange Program of the Rotary Foundation conditioned upon the execution of a Memorandum of Understanding between the District, HEA, and Miss Landsman.

Amy Gotwals, request for uncompensated leave of absence for childbearing/childrearing purposes for the 2004-2005 school year.

BOARD ACTION:

Ms. Angelo made a motion to approve the requests for leave of absence as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- n) **Resignation(s)** – The Board was requested to approve the following resignation(s):

Administrative Employee(s):

Karen Quinn, Assistant to the Superintendent for Curriculum and Instruction, effective June 30, 2004, for personal reasons.

BOARD ACTION:

Ms. Angelo made a motion to approve the resignation as presented. Seconded by Mr. West and passed on a roll call vote of 9 to 0.

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- o) **Conference(s)/Workshop(s)** – The Board was requested to approve the following conference(s)/workshop(s):

Steve Wiles
Eugene Kraus
Denny Garman

Mountaineer Speed & Strength Camp
West Virginia University, WV
June 11-12, 2004
Cost - \$192.00 (lodging)

BOARD ACTION:

Ms. Angelo made a motion to approve the conferences/workshops as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 9 to 0.

- p) **Other Business** – None

3. Curriculum and Technology

- c) **Revision of School Board Policy #707.1 Weight Room** – The Board was requested to discuss the proposed revisions to Board Policy #707.1 Weight Room.

BOARD ACTION:

Mr. Scholles made a motion to approve tentative adoption of the revised Board Policy #707.1 Weight Room. Seconded by Ms. Angelo and passed on a roll call vote of 8 to 1. Mrs. Sunday voted negative.

- d) **Other Business** - None

4. Budget and Finance

- m) **2004-2005 Budget Adoption** – The 2004-2005 budget, which was tentatively approved at the meeting of April 20, 2004, was on public display and advertised accordingly. The Board was requested to approve a 2004-2005 budget totaling \$19,976,491. This budget includes a .6 mill increase.

BOARD ACTION:

Mr. Kauffman made a motion to approve the 2004-2005 budget as presented. Seconded by Mr. Scholles and passed on a roll call vote of 8 to 1. Mr. Edwards voted negative.

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- n) **Budget Resolutions** – The Board was requested to approve the budget resolutions as presented.

BOARD ACTION:

Mr. Kauffman made a motion to approve the budget resolutions as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 8 to 1. Mr. Edwards voted negative.

- o) **Bond Issuance** – The Board was requested to set the issuance date of the (not to exceed) \$14 million in building project bonds for May 2005. This will allow the advisors to prepare all of the documents for the June 2004 meeting so that everything is in place in the event that it is advantageous to execute a swap agreement.

BOARD ACTION:

Mr. Kauffman made a motion to approve the bond issuance as presented. Seconded by Mr. West and passed on a roll call vote of 9 to 0.

- p) **Audit Proposals** – The Board was requested to approve a five-year contract with Smith, Elliot, Kearns, & Company for the district’s audit.

BOARD ACTION:

Mr. Kauffman made a motion to approve the five-year contract with Smith, Elliot, Kearns, & Company for the district’s audit. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

- q) **High School Student Activities Balance Transfers** – The Board was requested to approve the transfer of the following balances in inactive high school student activity accounts to the student activity account listed which benefits the student population:

<u>Student Activity Fund</u>	<u>Approximate Amount</u>	<u>Recommended Action</u>
Class of 2004	any remaining funds	Student Council
Orange & Black	\$ 1.23	Student Council
Boys Basketball	\$206.98	Student Council
Field Hockey	\$ 18.29	Student Council

BOARD ACTION:

Mr. Kauffman made a motion to approve the activities balance transfers as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

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r) **Check Registers** – The Board was requested to approve the following check registers

- General Fund including athletic, middle school, and senior high
- Building Project
- Cafeteria

BOARD ACTION:

Mr. Kauffman made a motion to approve the check registers as presented. Seconded by Ms. Angelo and passed on a roll call vote of 8 to 0. Mr. Zeigler abstained from voting.

s) **Other Business** - None

5. Buildings and Grounds

b) **Crabtree, Rohrbaugh & Associates – Information Item** – Crabtree, Rohrbaugh & Associates' John Beddia provided an update to the Board on the progress of the construction projects. **(NO BOARD ACTION WAS REQUIRED.)**

c) **Revised PlanCon A&B for Hanover Street** – The Board was requested to approve the revised PlanCon A&B for Hanover Street Elementary.

BOARD ACTION:

Mr. Scholles made a motion to approve the revised PlanCon A&B for Hanover Street Elementary. Seconded by Ms. Angelo and passed on a roll call vote of 9 to 0.

d) **Other Business** - None

ADJOURNMENT:

The meeting was adjourned at 9:01 p.m.

Susan M. Green, Board Secretary

THE NEXT REGULARLY SCHEDULED BOARD MEETING IS JUNE 22, 2004 AT 6:00 PM IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

sbs