

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

Tuesday, September 28, 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 7:00 p.m. in the boardroom of the administration building.

Pledge of Allegiance

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

Board Member absent: Mr. Kauffman

Student Board Members present: Ellen Scheivert, Elizabeth Sanders, Alternate

Also Present - Mr. Yingst, Dr. Dillon, Mrs. Green, Mrs. Frock, Mr. Fry, Mrs. Gunnet, Mr. Hall, Mrs. Schoonover, Mr. Alban, Mrs. Pamela Smith, Ms. Virtue, Mrs. Bookwalter, Mr. Doll, Mr. Crowl, Mrs. Worley, Eric Hartman, HEA; Deb Smith, Karen Cataldo, Sarah Mausolf, The Evening Sun; Jackie Uhler, Lorrie Hrycek, Carolyn Small, HPESP; Beverly Taulbee, Mrs. Sara Smith

B. Recognition of Visitors and Public Comment:

Swearing-In of Student Board Members –Miss Ellen Scheivert and Miss Elizabeth Sanders were sworn-in as Student Board Members by Mrs. Sunday, Board President.

Mr. Kauffman arrived at 7:03 p.m.

Public Comment: None

C. Standing Committee Reports

Policy Committee – Sunday, Chair; Angelo, Scholles – Mrs. Sunday stated that revisions suggested by the Committee would be presented during the course of the meeting.

Negotiating Committee Classified – Angelo, Chief Negotiator; Edwards, Scholles, West Ms. Angelo stated that the Committee is making progress in negotiations.

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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) – No report

PN Advisory - Daniels, Representative; Edwards (Alternate) –

Dr. Daniels reported that the fall class is filled.

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)

Mr. Edwards stated a meeting is scheduled for October to appoint a new administrator.

Lincoln Intermediate Unit Insurance Trust - Edwards, Representative, Green, Frock (Alternate) – Mr. Edwards stated there was no meeting. He congratulated Mrs. Frock for being named as an officer of the Trust.

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

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

Mr. Scholles stated that the October meeting would include student reports. Mr. Frederick relayed that a sub-committee is being formed and that a meeting date will be announced.

Student Board Members Report – Colley, Scheivert (Sanders, Alternate)

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

Middle School Students Report – Frederick, Bowersox

Allison Frederick and Tanner Bowersox updated the Board on the academic and extracurricular events at the middle school.

D. Legal Report: Mr. Yingst – No report

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E. 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 August 24, 2004 Board Meeting.

2. Personnel Committee

Background:

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

Classified Employee(s):

Tracey Topper, adult patrol at Clearview Elementary, effective August 20, 2004 for personal reasons.

Supplemental Employee(s):

Rebecca Conover, high school yearbook advisor, effective immediately for personal reasons.

Michael Mullins, head ninth grade girls basketball coach and middle school intramurals-girls basketball programs #1-#4, effective immediately for personal reasons.

Substitute Employee(s):

Rhonda Becker, substitute clerical worker, effective immediately, for personal reasons.

Gregory Billig, substitute teacher, effective immediately, for personal reasons.

Amy Gilbert, long-term learning support substitute at the high school, effective until such time that another substitute is hired, for personal reasons.

Carolyn Taylor, substitute teacher, effective immediately, for personal reasons.

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

Classified Employee(s):

Brenda Bartos, adult patrol at Clearview Elementary, effective September 9, 2004. Rate of compensation will be \$16.50 per day.

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Robert Ruth, adult patrol at Hanover Middle School, effective August 26, 2004. Rate of compensation will be \$16.50 per day.

Stacey Topper, adult patrol at Clearview Elementary, effective August 26, 2004. Rate of compensation will be \$16.50 per day.

Supplemental Employee(s):

Holly Dell, Clearview Intramural #2, effective for the 2004-2005 school year. Rate of compensation will be \$424.00.

Amanda Dusman, spring and winter accompanist for the high school show choir effective for the 2004-2005 school year. Rate of compensation will be \$212.00 for each position.

Stacey Knaub, change in name of position from Middle School Pep Squad #2 to Middle School Winter Sports Cheerleading Head Coach. Rate of compensation will be \$424.00.

Stephanie Little, high school yearbook advisor effective for the 2004-2005 school year. Rate of compensation will be \$1,534.00.

Tara Scheuren, assistant middle school volleyball coach effective for the 2004-2005 school year. Rate of compensation will be \$1,414.00.

Rhonda Seibel, change in name of position from Middle School Pep Squad #1 to Middle School Football Cheerleading Head Coach. Mrs. Seibel was previously approved at the July 27, 2004 Board Meeting.

Steve Willard, Clearview Intramural #1, effective for the 2004-2005 school year. Rate of compensation will be \$424.00.

Extended Substitute Employee(s):

Mary McKim, extended substitute teacher at Clearview Elementary, effective September 7, 2004 to approximately November 24, 2004. Rate of compensation will be \$187.23 per day. Mrs. McKim will be filling the medical and maternity leave of Mrs. Amanda Morgret.

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Day-to-Day Substitute Employee(s):

Day-to-day substitute teachers, effective with the beginning of the 2004-2005 school year. Rate of compensation will be \$90.00 per day.

**Kathy Bahl
Margie Eldridge
Harriett Fox
Eva Hess
Nils Parr
Douglas Sentz
Laura Zimmerman**

**Alfred Banquer
David Fair
Ronald Funt
Deborah Nell
Paulette Patterson
Margaret Staub**

**Robert Colgan
Charles Farley
Theresa Henry
William Niehaus
Karen Porter
Stacy Staub**

Gameworker(s):

Employment effective for the 2004-2005 school year. Rate of compensation will be as listed on the SA-17a "Athletic Event Report for Payment" for each appropriate position.

John Gilpin

Susan Miller

Volunteer(s):

Heather Balthaser, marching band volunteer effective for the 2004-2005 school year.

Jonathan Carothers, seventh and eighth grade football volunteer effective for the 2004-2005 school year.

Mark Phillips, wrestling and boys baseball volunteer effective for the 2004-2005 school year.

Brad Zeigler, junior high wrestling volunteer effective for the 2004-2005 school year.

- c) **Conference(s)/Workshop(s)** –Board approval for the following conference(s)/workshop(s):

**Stephanie Little
Megan Stitt**

PA Council of Teachers of English Language Arts
October 15-16, 2004
Butler, PA
Cost: \$550.00

Dr. Jill Dillon

Superintendent Retreat
October 28-29, 2004
Sheperdstown, WV
Costs covered through the LIU#12

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Terry Conover
Ralph Kuhn

2004 Pennsylvania Wrestling Coaches Convention
October 29-31, 2004
Grantville, PA
Cost: \$656.00

David Alban
David Harnish

Family Involvement Conference
October 18-19, 2004
Valley Forge, PA
Cost: \$805.00

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

Alice Heineman, gifted coordinator, medical leave of absence effective August 26, 2004 to approximately October 8, 2004. Mrs. Heineman will be using paid sick leave during her absence.

Kevin O'Brien, sixth grade teacher at the middle school, request for sabbatical for restoration of health effective for the 2004-2005 school year.

- e) **Creation of Additional Adult Patrol Position** – Board approval for a standing adult patrol at the intersection of Moul Avenue and Wilson Avenue.
- f) **Maximum Number of Students in a Walking Line – Information Item** – The administration is analyzing the numbers of students to be permitted in a single walking line. **(NO BOARD ACTION IS REQUIRED.)**

- g) **Vacancies:**

Assistant Superintendent for Curriculum and Instruction
Business/Computer/Information Technology Teacher
Adult Patrol at Clearview Elementary (1/2 day)
Part-time Custodian at the High School

Head Boys Varsity Basketball Coach
Head Ninth Grade Boys Basketball Coach
Head Ninth Grade Girls Basketball Coach
Assistant Varsity Boys Basketball Coach
Assistant Middle School Volleyball Coach

High School Head Competition Cheerleading Coach
High School Wrestling Cheerleading Coach
High School Musical Assistant Producer
Assistant High School Football Cheerleading Coach
Assistant High School Basketball Cheerleading Coach
Middle School Intramurals-Girls Basketball Programs 1-4
Hanover Street Intramurals #1 and #2
Accompanist for High School Show Choir

(NO BOARD ACTION IS REQUIRED.)

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

3. Curriculum and Technology Committee

Background:

- a) **Elementary Telephone Expansion** – Board approval for the purchase of an IP Telephony system for expanding elementary phone service.
- b) **Revisions to Board Policy #815** – Board approval for the final adoption of the revisions to Board Policy #815 Internet Usage.
- c) **Revisions to Board Policy #226** – Board approval for the final adoption of the revisions to Board Policy #226 Locker Searches.

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

4. Budget and Finance

Background:

- a) **Driver's Education Lab Fee** – Board approval to maintain the driver's education lab fee at \$45 for the 2004-05 school year. This fee is unchanged from the 2003-04 school year.
- b) **Washington Picnic Table Donation** – Board approval of the donation of a new picnic table for Washington Elementary valued at approximately \$110. This table replaced the broken one on the playground.
- c) **Act 72 Update – Information Item** – Mrs. Green presented a summary of the effects of Act 72 on the district and what the district is doing to address the new legislation. **(NO BOARD ACTION IS REQUIRED.)**

d) **Monthly Reports** – Board approval of the following reports for the month of August:

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

e) **Other Business** – Mr. Kauffman announced that Mr. Mummert, a local builder, has applied for 192 sewer hook-ups for Phase I of the development to be situated in close proximity to Washington Elementary.

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

5. **Buildings and Grounds Committee**

Background:

- a) **Project Update – Information Item** – A summary of the ABC Committee Meeting held on September 16, 2004 was given. **(NO BOARD ACTION IS REQUIRED.)**
- b) **Major Maintenance Item – Information Item** – The hot water coil in the domestic hot water heater at the middle school failed and had to be replaced. The cost of the repair was approximately \$3,400. **(NO BOARD ACTION IS REQUIRED.)**
- c) **Clearview Demolition – Information Item** – The demolition contractor has submitted all of the required contractual paperwork and is in the process of hiring some local contractors to gut the interior of the building. Work should begin within the next two weeks and the complete demolition/restoration cycle should be complete in 45 to 60 days. **(NO BOARD ACTION IS REQUIRED.)**

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

END OF CONSENT AGENDA

APPROVAL OF CONSENT AGENDA

Mrs. Sunday made a motion to approve the Consent Agenda as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

F. New Business

1. Superintendent's Report: Dr. Dillon

Dr. Dillon updated the Board on the district's inservice schedule and inservice topics. Dr. Dillon recognized Mrs. Deb Smith, middle school music teacher for being selected as the Hanover Area Chamber of Commerce Educator of the Year for 2004-2005.

5. Buildings and Grounds

- d) **Submittal to Hanover Borough** – The Board was requested to approve preliminary plans for Hanover Street Elementary and Washington Elementary at this time, to allow CS Davidson to then submit subsequent sketch plans to the Hanover Borough.

BOARD ACTION:

Mr. Scholles made a motion to approve the preliminary plans for Hanover Street Elementary and Washington Elementary as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 9 to 0.

- e) **Athletic Facility – Discussion Item** – The Board discussed the following in regards to the athletic facility:

- Location
- Additional land surveys and design services
- Other considerations

BOARD ACTION:

Mrs. Sunday made a motion to authorize Crabtree, Rohrbaugh & Associates to come up with a preliminary design for the renovation of Sheppard-Myers Stadium at a cost not to exceed \$5,000 and to initiate dialogue with Penn Township. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

- f) **Other Business** – None

2. Personnel

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

Classified Employee(s):

Justin Diehl, student custodian at the middle school, effective immediately for personal reasons.

BOARD ACTION:

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

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

Classified Employee(s):

Yvonne Bixler, AM adult patrol at Clearview Elementary, effective September 20, 2004. Rate of compensation will be \$8.25 per day.

Nancy Paine, part-time custodian at the high school. Rate of compensation will be \$7.08 per hour.

Gameworker(s):

Employment effective for the 2004-2005 school year. Rate of compensation will be as listed on the SA-17a "Athletic Event Report for Payment" for each appropriate position.

Kevin Krupinski

Tara Scheuren

Substitute Employee(s):

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

BOARD ACTION:

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

- j) **Other Business** – None

3. Curriculum and Technology

- d) **Revisions to Board Policy 707.1 Weight Room** – The Board Policy Committee suggested a revision to Board Policy 707.1 Weight Room. The suggested revision was enclosed. The Board was requested to tentatively approve the revision with final adoption of the revision to follow at the October 19, 2004 regular meeting of the Board.

BOARD ACTION:

Mr. West made a motion to tentatively approve the revision to Board Policy #707.1 Weight Room as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- e) **Concert Band and Orchestra Trip** – The Board was requested to approve a trip to Orlando, Florida for the Concert Band and Orchestra from May 14-17, 2005. Details of the trip were enclosed.

BOARD ACTION:

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

- f) **Assessment Anchors – Presentation** – Over the past year, the Department of Education has been working to create a set of tools designed to help educators improve instructional practices and better understand the Pennsylvania System of School Assessment (PSSA). The Assessment Anchors are one of many tools that the Department believes will better align curriculum, instruction and assessment practices throughout the state. The building administrators gave a presentation on the implementation of the Assessment Anchors.

- g) **Other Business** – None

4. Budget and Finance

f) **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 Mrs. Sunday and passed on a roll call vote of 9 to 0.

g) **High School Furniture, Fixtures, & Equipment (FF&E)** – The Board was requested to approve additional FF&E in an amount not to exceed \$11,000.

It is proposed that \$3,600 of the equipment be purchased from an LIU bid and the shop equipment be bid by the district.

BOARD ACTION:

Mr. Kauffman made a motion to approve additional FF&E as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

h) **High School Shop Equipment** – The Board was requested to approve the solicitation of bids for shop equipment.

BOARD ACTION:

Mr. Kauffman made a motion to approve the solicitation of bids for shop equipment. Seconded by Ms. Angelo and passed on a roll call vote of 9 to 0.

i) **Other Business** – None

ADJOURNMENT:

The meeting was adjourned at 8:35 p.m.

Mrs. Sunday announced that the Board would meet in Executive Session to discuss personnel matters immediately following the meeting.

THE NEXT REGULARLY SCHEDULED BOARD MEETING IS OCTOBER 19, 2004 AT 6:00 PM IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

sbs