

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

Wednesday, December 19, 2007

6:00 P.M.

A. Opening Business

Call to Order -- The meeting of the Hanover Public School District Board of Education was called to order at 6:07 P.M. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call - Board members present: Mr. Baker, Mr. Bortner, Mr. Kauffman, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. West, Mr. Zeigler

Student Board Member present: Gabriel Rosenbrien (Alternate)
Student Board Members arriving at 6:55 P.M. Bakhtiar Shahid, Lyna Tran,

Also Present - Mr. Klenk, Mrs. McDermitt, Mrs. Schoonover, Mr. Lehman, Mr. Stahlman, Dr. Krout, Mrs. Dubbs, Mr. Wentz, Dan Brady, Megan Stitt, Wesley Heyser, Teresa Erdman, HEA; Lori Smith, Linda Yowaiski, Alex Hayes, Gettysburg Times; Heather Faulhefer, Evening Sun.

B. Recognition of Visitors and Public Comment:

Public Comment: Dan Brady commented on the upcoming Charter School meeting. He was a former Hanover School District employee and firm believer in public education. He feels there should be a tax study done. Feels that over 45 percent of properties in Hanover are rental units.

The high school students brought in over 10,000 canned goods to be donated to the Red Cross. Karen Schoonover, principal at Hanover High School, will be spending tomorrow night, December 20, on the rooftop of Hanover High School as a result of a challenge she made to the students. There will be many activities planned for the event.

C. Standing Committee Reports

Policy Committee – A. Smith, Chair; West, Baker – A meeting was held last evening. Some of the policies discussed were brought to the Board's vote later in this meeting.

YST – Zeigler, Chair; West (Alternate) – There is currently 1,000 student computers in York Tech. Most of them were bought from grants. There are 300 educational computers for the building. Students come from fourteen different districts. They are currently working on a

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corrective action plan. Dr. Lacy resigned from York Tech but he has agreed to help with the transition if they find someone to replace him soon.

Recreation – Ligg, Chair; Kauffman (Alternate) – No meeting, no report.

PN Advisory – Baker, Chair; A. Smith (Alternate) – Graduation will take place on January 10, 2008. Everyone is invited to attend.

Meet & Discuss Professional – West, Chair; O'Connor, D. Smith – No meeting, no report.

Meet & Discuss Classified – D. Smith, Chair; Baker, O'Connor – No meeting, no report.

Meet & Discuss Administrative – O'Connor, Chair; Kauffman, D. Smith – No meeting, no report.

Joint Wage Tax – Bortner, Representative; Zeigler (Alternate) – Meetings will be held January 21 and February 25. He feels that landlords are not doing what they need to do in reporting who is occupying their rental properties. Mr. Baker felt that in regard to zoning the landlord can't control the number of people in a property. Tenants must fill out a form and are not doing so.

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate) – The next meeting will be held on January 31, 2008.

Legislative Liaison with Pennsylvania School Board Association – Baker, Representative; A. Smith (Alternate) – PSBA is current looking at #446 relating to Cyber Charter School. The average pupil cost is \$12,057.

Superintendent's Advisory Council (SAC) – A. Smith, Chair; O'Connor – The meeting was to be held in December but was rescheduled. The next meeting will be the second week in February.

Moul Field Negotiating Committee – West, Ligg, O'Connor, A. Smith – They met with the Borough. They were told we were not interested in pursuing a school. The Borough is going to change zoning where you can't build in an open field unless you go through zoning. It was felt that we would be allowed to add on to an existing structure but you can't put up new structure unless we go through zoning. There will be a meeting on December 26th to discuss the new zoning. Mr. Baker questioned how the new Charter School can be located in Clearview Shopping Center. Right now Clearview Shopping Center is zoned shopping use.

Student Board Members Report – Shahid, Tran, Rosenbrien (Alternate) – Winter sports are now underway. There was a hall decorating contest and seniors won. A pep rally was held on Friday. Key Club raised over 10,000 canned goods. Mr. Shahid is doing an internship at Hillside Medical Center. He helps to take blood pressures and shadows the doctor. He is going to be going to the hospital as well.

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D. Legal Report: Mr. Yingst - There was an expulsion hearing of four high school students. Two students were found guilty of possession and distribution of a controlled substance on school district property. One was a senior and the other a junior. A motion was made by Art Smith that the two students be expelled for the balance of the school year with the possibility of being readmitted for the 2008-2009 school year after a satisfactory interview by High School administrators and a satisfactory drug test. Seconded by Donna Smith and passed on a roll call vote of 7-1. Mr. West voted negative. Mr. Baker abstained because he was not present at the hearing.

The other two students were a 9th grade student and 10th grade student. They were found guilty of possession of a controlled substance on school district property. There was a recommendation that they be expelled for the 2007-2008 school year and eligible for in-school alternative education placement. If they make satisfactory progress, they may be admitted for the 2008-2009 school year after a satisfactory interview by High School administrators and a drug test. Mr. West made a motion to expel these students to placement. Seconded by Mr. Bortner and passed on a roll call vote of 8-0. Mr. Baker abstained because he was not present at the hearing.

E. Superintendent Report – Dr. Dillon – We have formed Literacy Core Teams and Math Core Teams with all grades. Mrs. Pam Smith, principal of the Hanover Middle School, updated the Board regarding the Middle School Improvement Plan. They designed a plan, gave it to the LIU, and then to the State. They are still waiting to hear from the State with their approval. They restructured the whole building schedule. The fifth and sixth grade classrooms are almost all self-contained. They have language arts for two hours and math two times a day for one hour at a time. The seventh and eighth grade students are on a 50-minute schedule. Reading, language arts, and math are all 50 minutes long. There are no bells rung during the school day because of the difference in the schedules. The students seem to really like the new schedules. Since the 5th graders did not do well on the PSSA's, they thought it was a transition issue and tried to make it more like an elementary type feel. The teachers are constantly having team meetings and having common assessments. So far three teachers from the Middle School have attended three different workshops – Six Traits, ELL Students – How to use Comprehension and Differentiated Instruction. The teachers will be presenting to the rest of the teachers what they have gathered from their workshops. They incorporated three half days with all staff for collaboration. Everyone was involved. They have instituted Smart Goals. Every student has a Smart Goal for every subject of areas they can improve. They feel they need to aim for something. The students will have three PSSA practice tests a year. There was a question as to whether we needed to change the curriculum to match the PSSA's. Mrs. Smith felt that was necessary. Mrs. Donna Smith wondered if you communicate with the teachers if the student is having a problem with a specific subject. Mrs. Pam Smith stated that communication was always open. Mr. Bortner congratulated them on making the change. He realizes how hard change is for everyone. Dr. Dillon stated that more information would be coming to the Board after data is received in January.

F. New Business

- 1. Minutes –** The Board was requested to approve the minutes of the Reorganization meeting and Board Meeting December 4, 2007.

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The following items should be changed on the minutes: Mr. West referenced Regulation 005R lists a representative from the board should be a member of the policy committee and Superintendent Advisory Council. Mrs. Smith made the motion on the top of page 3 in regard to the employment items, page 1 should be changed to comment at a Board Meeting, page 2 add the four students' names to the minutes, and on the reorganization minutes add the word chairman to the first person on the committees Meet and Discuss Professional, Meet and Discuss Classified and Meet and Discuss Administrative. Mr. O'Connor made a motion to approve the minutes as amended. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

2. Personnel Committee

- a) **Resignation-** The Board was requested to approve the following resignation:

Professional Employee:

Kathleen Lambe, middle school teacher, effective date to be determined but no later than 60 days from receipt of resignation.

Classified Employee:

Kelly Mummert, substitute lunchroom/playground supervisor, teaching and personal assistant, effective December 19, 2007.

Jennifer Kareha, adult patrol and personal assistant, effective January 18, 2008.

DISCUSSION:

A question was raised as to whether Mrs. Lambe would have to pay back her educational tuition reimbursement. It was stated that she would have to pay it back.

BOARD ACTION:

Dr. O'Connor made a motion to approve the resignations as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 9-0.

- b) **Leaves of Absence-** The Board was requested to approve the following leaves of absence.

Tina Clymer, elementary teacher, request for FMLA leave of absence for childbearing/childrearing reasons, effective approximately April 15, 2008, through the end of the 2007-2008 school year.

Sandy Chase, middle school guidance counselor, request for medical leave effective January 14, 2008, for approximately six weeks. Mrs. Chase will be using paid leave during her absence.

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Joanne Gulden, cafeteria worker, request for medical leave of absence, effective February 18, 2008, to approximately May 16, 2008. Mrs. Gulden will be using paid leave prior to beginning uncompensated leave without pay.

BOARD ACTION:

Dr. O'Connor made a motion to approve the leaves of absence as presented. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

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

Professional Employee:

Lindsay Pareja, middle school nurse, effective January 2, 2008, rate of compensation will be Instructional I Step I of the 2007-2008 teacher salary schedule.

Jennifer Strevig, middle school teacher, effective January 2, 2008. Rate of compensation will be Instruction I Step I of the 2007-2008 teacher salary schedule.

Substitute Employee:

Alexis Folmer, substitute teacher and extended substitute elementary teacher effective approximately April 15, 2008, through the end of the 2007-2008 school year. Rate of compensation will be \$95 per day and \$202.61 per day respectively. Miss Folmer will be substituting during the maternity leave of Mrs. Clymer.

Angela Leese, Crystal Craumer, and Michael Burakow day-to-day substitute teachers, effective December 17, 2007. Rate of compensation will be \$95.00 per day.

Wesley Heyser, substitute teacher and extended substitute Social Studies teacher effective approximately January 2, 2008. Rate of compensation will be \$95 per day and \$38,495 prorated for the remainder of the 2007-2008 school year, respectively. As extended substitute Social Studies teacher Mr. Hyser will be substituting during the military leave of Mr. Gene Kraus.

Regina Biddle, extended substitute kindergarten teacher, effective approximately March 25, 2008 through the end of the 2007-2008 school year. Rate of compensation will be \$202.61 per day. Ms. Biddle will be substituting during the maternity leave of Mrs. Heather Wagaman.

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Supplemental Employees:

Michael Vaux and **Tony Grimes**, gameworker/eventworker, effective for the 2007-2008 school year. Rate of compensation will be as listed on the SA-107A "Athletic/Event Report for Payment" for each appropriate position.

Volunteer

Steve Shaffer, volunteer assistant girls basketball coach, effective for the 2007-2008 season.

BOARD ACTION:

Mrs. Lingg made a motion to approve the employment items as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

- d) **Administrative Holiday** – The Board was requested to approve December 31st (for New Year's Eve) as a district holiday for administrators for the 2007-2008 school year. If approved, this date will be exchanged for the Easter Monday holiday.

DISCUSSION:

There was a comment wondering why the Administrators wanted to exchange those holidays. As of now the Easter Monday is a snow make-up day and school could be in session that day.

BOARD ACTION:

Mrs. Smith made a motion that the holidays be exchanged as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

3. Budget and Finance

- a) **Monthly Reports** – The Board was requested to approve the following reports for the month of November (**enclosures**):

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

BOARD ACTION:

Mrs. Lingg made a motion to accept the monthly reports as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

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- b) **Check Registers** – The Board was requested to approve the following check registers: **(enclosures)**

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

DISCUSSION:

There was a question as to why we pay postage for the tax collector. They have always done so in the past. Mr. Wentz was not sure if we have to but he would check into it.

Mr. Baker did not question the cafeteria.

BOARD ACTION:

Mrs. Lingg made a motion to approve the check registers as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 9-0.

- c) **Donation** – The Board was requested to approve the following donation:

- Lawrence B. Sheppard Foundation, Inc. - \$2,500 to help fund the Sonny Sheppard Relays.

DISCUSSION:

There are usually two separate donations given for funding these relays. A thank you note is sent after the Board approves the donation. The relays are still held at the stadium with 4-6 teams attending. It used to be a much bigger event with more participation but it was felt that due to the condition of our track not as many teams want to participate

BOARD ACTION:

Mr. Smith made a motion to accept the donation as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

- d) **Information Item** – Leroy E. Wentz, Tax Collector, has regained designation of Qualified Tax Collector. This is a voluntary course, conducted through the Governor's Center for Local Government Services, designed to provide education on the various aspects and responsibilities involved with serving as a municipal tax collector. He has completed 10 hours of continuing education courses. **(NO BOARD ACTION REQUIRED)**

- e) **Copier Lease** – The Board was requested to approve a five-year lease for (2) Toshiba eStudio 232 copiers from Engle Business Systems at a combined rate

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of \$134.75 per month. (previous 5 year agreement was combined cost of \$134.18)

DISCUSSION:

Mr. Wentz stated that maintenance is included in that cost and that it is always cheaper to lease than to buy copiers because they are worth very little when the lease runs out.

BOARD ACTION:

Mr. Bortner made a motion to approve the lease as presented. Seconded by Mr.

Baker and passed on a roll call vote of 9-0.

4. New Business

Mr. Bortner made a motion for the reorganization to be brought to the table. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

DISCUSSION:

There was a statement that the administrators overwhelmingly wanted Tuesday nights for board meetings. There was some discussion about the survey and interpretation. There was a recommendation to create a committee to work out the date issue. Mr. Baker stated that it was traditional to meet Tuesday and it appears that someone was told that if elected the meetings would be Wednesday evenings. There was no consideration for Administration or the remaining Board members.

BOARD ACTION:

Mr. Baker made a motion to table until they can sit down as a group and discuss. Mr. Zeigler seconded the motion and passed on a roll call vote of 6-3. Dr. O'Connor, Mrs. Smith, and Mr. Bortner cast the negative votes.

Dr. O'Connor made a motion to discuss meeting dates at a Board Retreat on Wednesday, January 2, 2008, at 5:00 P.M. which will be open to the public in the boardroom. Seconded by Donna Smith and passed on a vote of 9-0.

Dr. O'Connor proposed that they bring from the tables changes to policy 003 through 009 for purposes of discussion. Seconded by Mr. Baker and passed on a vote of 9-0.

Dr. O'Connor stated the Policy Committee met the night before to propose changes to several policies but it is the Board's job to set policy and let Administration set how it is to be accomplished which would be regulations.

Mr. Zeigler left at 7:45 P.M.

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Mr. West stated that Local Board Policy 000 tries to clarify policy and regulation and who is responsible. Mr. West proposed that we add Policy 000 to Policy 002 for a reference on the first page. Policy number 000 was a template from PSBA. There was a question as to Policy 003 and the fact Board Policy can be repealed if necessary. It was stated that it would only be suspended if there was a dramatic action. The thought was that Policy 003 should be re-worded.

Dr. O'Connor would like to have administration join the Board at the table at any time. It would be more inclusive as a district. He felt that students have a lot to add besides the reports that are given. He thought that the students should be one student council member, one from the principal's choice and one student at large. The student would tell us their point of view. The student would be elected in his/her junior year to a two-year term. One would be a junior and one a senior.

It was thought that it would be chaotic to have administration making motions at the meetings. Administrators have a channel through agenda review and through the Superintendent. The meeting would be a much longer meeting.

Mr. West was concerned that if the Administrators could make motions and they could be going above their supervisor. There is a process through the organizational structure. Administrators would be ex-ficio members.

Mrs. Schoonover didn't think that we need to change procedure. They could always add to agendas. Agenda review has been effective. She didn't think that they feel they have to make motions. The seating arrangement could be flexible.

Dr. O'Connor felt that student board members could learn Robert's Rules of Order and could join in the discussions.

Mr. Baker proposed that they prepare questions so the student board members can do research. He felt that they all could use work on Parliamentary Procedures.

Mark Kauffman left at 8:15.

Mrs. Lingg stated that she has been at other schools and the student board members come with questions and not just to answer questions.

Policy 003 page 2 was discussed. There was some question as to whether we should strike the paragraph about suspending policy. It will be brought up at the next Policy Committee meeting. Mr. Baker said that he would be able to attend a 4:00 Policy Committee Meeting.

NEW BUSINESS:

Mr. Bortner questioned whether drugs were an increasing problem since an expulsion hearing was his first action on the Board.

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Mrs. Lingg visited the food classes at the High School. They made cakes and she went to see them finished. She felt they did a very good job. They will be judged by various members of the High School Faculty including the Principal and Vice Principal.

Dr. O'Connor commented that we should rethink the hiring process and how it is followed. He would like the Superintendent to produce an amendment to address the concerns of the Board. All concerns deal with the hiring process of administrators, professional, and/or classified staff. The Superintendent shall make these recommended amendments within 30 days.

1. The resignation or termination of any employee shall cause the Superintendent to examine the fiscal and educational feasibility of filling the position. Such a position opening shall not be cause for immediate advertisement of that position unless directed to do so by the Board. Unless directed to advertise immediately, such advertisement shall occur only after the Board approves the report to fill the position.
2. Any hiring process should include procedures to advertise the opening to as many prospective applicants as possible.
3. A personality screener should be an integral part of any applicant evaluation.
4. Additional credit should be given to any current employee who is an applicant for any position.
5. Investigation of past employment is critical and should be documented. Final applicants for any administrative position must include at least one site visit.
6. The hiring of any relative to an employee who is in a position to influence the supervision of that new hire would be detrimental to effective supervision.
7. An exit interview should be required of all employees leaving the district, to be collated by a neutral party with anonymous results shared with pertinent managers and the board. The exit interview shall attempt to ascertain the reasons for leaving and the employee's suggestions to improve the operation of their exited position.

A motion was made by Dr. O'Connor to approve these guidelines. Seconded by Mr. Bortner.

DISCUSSION:

There should be some restrictions on policy. It should go to policy committee. Dr. O'Connor felt that it was important that in house candidates get extra credit. He felt that the Board may feel one way and it could be changed by the Policy Committee.

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BOARD ACTION:

Dr. O'Connor made a motion to table these recommendations. Seconded by Donna Smith and passed on a roll call vote.

DISCUSSION:

Dr. O'Connor made a motion to adopt Property Tax Resolution for the 2008-2009 budget. No second was obtained. There is a proposed preliminary adoption by January 22. It can be changed prior to preliminary adoption in May and prior to final adoption by June 30.

ADJOURNMENT:

Mr. Bortner made a motion to adjourn the meeting. Seconded by Mrs. Smith and passed on a roll call vote. The meeting adjourned at 9:03 P.M.