

**Hanover Public School District
Board of Directors
Minutes**

Monday, February 25, 2008

6:00 P.M.

Opening Business

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:00 P.M. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call

Board Members: Mr. Baker, Mr. Bortner, Mr. Kauffman, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. West, Mr. Zeigler

Student Board Members: Gabriel Rosenbrien (Alternate)

Student Board Members absent: Bakhtiar Shahid and Lyna Tran

Also Present: Mrs. Gunnet, Mr. Albin, Mr. Hershner, Mrs. Schoonover, Mr. Lehman, Mr. Klenk, Mr. Czap, Mr. Stahlman, Mr. Wentz, Dr. Krout, Dr. Doll, Mrs. Dubbs, April Yetsko, Heather Faulhefer, Evening Sun; Audrey Hess, Kerry Urcuyo, Linda Yowaiski, HPESPA.

Recognition of Visitors and Public Comments

April Yetsko and Audrey Hess commented on the VIDA Charter School application.

Approval of Minutes from Past Meetings

The Board was requested to approve the minutes of the Board Meeting February 11, 2008.

BOARD ACTION:

Mr. Zeigler made a motion to approve the minutes from February 11, 2008, as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

Committee Reports

Wage Tax – The meeting is tomorrow night. Dr. O'Connor will attend. They are asking for full representation because they are voting on key issues like new phone system, and pay raises. The meeting will be held at South Western School District at 7:00 P.M.

Legislative – The School Boards are being asked to reject Rendell's proposal on graduation requirements. More information will be coming.

Superintendent's Advisory Council – A meeting was held on February 20 at 5:00 P.M. The majority of the meeting was concerning Hanover Hospital's wanting information in the form of data on BMI's for students and implementing a physical fitness program. Also discussed were school newsletter options and maybe putting it on the web.

Student Board Member Report

Course selection was held today. Students were really excited about the new classes being offered next year. There will be a badminton tournament at the High School on Saturday evening. Spring sports start March 3. Dr. O'Connor wondered if possibly the problems with vandalism in the bathrooms could be fixed by having students monitor the bathrooms. Gabriel Rosenbrien was sworn into office by Mr. Smith.

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

2

Superintendent's Report – Dr. David Mowery

Mr. Klenk reported that the girl's basketball will be participating in a state tournament tomorrow night at Middletown starting at 6:00 P.M. Three of Hanover's wrestlers are going to be participating in a regional tournament at Wilson.

Mrs. McDermitt reported that a letter was sent home to all students regarding the beef issue and that the District had no recalled product.

Dr. Doll reported on the In-Service Day held on February 15. The morning related to curriculum and instruction strategies. The afternoon focused on individual needs including SWEBS, and help in identifying positive behaviors. It was a very productive day.

Dr. Krout informed everyone about a program being held at Washington Elementary next Wednesday, beginning at 6:30. The program is Escape school that helps students and parents in helping to prevent abduction. This is a free program. There was a recommendation that a letter of appreciation be sent out to them.

Mr. Albin stated that he and Dr. Doll met with the Hanover Public Library and they have formed an alliance with them to promote literacy.

Mr. Hershner noted they are trying to do more assemblies at Hanover Street. Each grade is responsible for an assembly. Kindergarten did one on winter, first grade did dental and valentines, second grade did Constitution Day and third grade Veterans Day.

Mrs. Smith stated that the Middle School spelling bee will be held on March 18 – it was postponed due to the snow days. The special showcase will be March 10. Family Night PTO which includes a dinner and dance will be held on March 14. Mrs. Schoonover stated that they started course selection and students are excited about the new courses. Mr. Bauer is starting the stock market game. They compete with other schools in the state and usually come in the top 10 every year.

Dr. Mowery thanked the Administration and Board for welcoming him. He asked them to keep the momentum up. They will be starting on the strategic plan on Monday night. Also Monday night will include discussions on the facilities. He would like the Board to come up with questions like "What direction do you want to go?" or "Do we need to do anything?" He would like all board members to take a tour of the facilities either tomorrow night or Friday during the day. Also discussed at the meeting Monday night will be budget. Mr. Wentz and Dr. Mowery are working on the budget with administrators. He asked the Board to table the calendar since we still have some changes that need to be made on it. We had three snow days to make up. One was already made up and the next two will be March 19 and 24. We have room for one more that would be made up March 20. Any additional days would be added to the end of the school year.

K-4 Reading Assessment and Instruction (**enclosure**) – Joe Albin, Mark Hershner, Tom Krout
The Board was given an overview of DIBELS, a test that is given to every child in the elementary schools twice a year. This test gives the teachers data that they can use in many ways. They can get the overall picture or concentrate on each individual student to see how they grow in a year. They can use the data in reading core teams, seek experts, reading specialists, progress monitoring and see what changes need to be made. It is an excellent start of discussions for groups of teachers. Good data =

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

3

positive changes = higher learning. Mr. Baker wondered if the students' hearings are checked. Nurses do check hearing of all students every year. Mr. Baker also wondered if students with limited English are also tested. The principals said that they are tested as well and they may also go back a couple of grade levels as well to monitor. Dr. O'Connor wondered why the DIBELS have not improved the PSSA scores. The principals felt that there is a strong correlation between the two.

Presentation from Smith Elliott Kearns and Company 2006-2007 Annual Financial Report-
Independent Auditor's Report (**enclosure**) – Craig Witmer, Manager

A report was given to Board members regarding the audit that was completed, required by all school districts every year. It was an unqualified audit. Under the cafeteria account the revenues are down but the expenses are up. This is common for most school districts. Dr. O'Connor felt that the cafeteria had a disadvantage because they are required to show depreciation.

VIDA Charter School Application – David Mowery & Jim Yingst

Dr. Mowery stated that the Board will need to pass a resolution. Mr. Yingst would like some direction prior to the 75-day cut-off date. He stated the decision must be made in public. Dr. Mowery stated that when the Board members vote they must back up their vote with the rationale for the vote like is it innovative, curriculum, or facilities. Mr. West wondered what our responsibilities would be and what our supervision would entail. He would like to see the written response made by Gettysburg in regard to their findings. Dr. O'Connor felt that when the charter school is in Hanover it would give us a greater responsibility. Dr. Mowery said that in regard to voting there should be no difference.

BOARD ACTION:

A motion was made by Mr. Bortner and seconded by Mr. Baker to table the decision until March 10. It passed on a roll call vote of 9-0.

Legal Report – no report

Standing motions regarding personnel

Resignation - The Board was requested to approve the following resignation.

Administrative Employee:

Lois Gunnet, Supervisor of Special Education, effective February 13, 2008, or upon release of 60-day contract hold.

DISCUSSION:

Dr. Mowery said that Lois Gunnet will be sorely missed and an interim should be found to help in the transition. Mr. West didn't want to see her leave the district. She has the longest administrative tenure with the school district and has been a real advocate for the kids. He felt that everything the Board does and says has a real impact on the School District.

BOARD ACTION:

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

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

4

Employment – The Board was requested to approve the following employment items contingent upon the receipt of all necessary employment documents.

Substitute Employees:

Stacey Hicks, day-to-day substitute teacher and extended substitute kindergarten teacher, effective February 19, 2008, and approximately March 25, 2008, through end of 2007-2008 school year, respectively. Rate of compensation will be \$95.00 per day and \$202.61 per day, respectively. Miss Hicks will be serving as the extended substitute during the maternity leave of Mrs. Heather Wagaman, Hanover Street.

Debbie Brubaker, Kyle Chinault, Kristen Smith, Lindsay Frederick, Herbert Suereth and Melissa Wagner, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

Trish Weaver, substitute teaching and personal assistant and lunchroom/playground supervisor effective February 19, 2008. Rate of compensation will be \$9.39 per hour.

Supplemental Employees:

Ronald Schloyer, high school musical set builder, effective for the 2007-2008 school year. Rate of compensation will be \$997.00.

Ronald Descheemaeker, Jr., assistant varsity girls track coach, effective for the 2007-2008 school year. Rate of compensation will be \$1886.00.

DISCUSSION:

There was a question as to whether the cost for Mr. Schloyer includes any materials for the building of the set. It was stated that the cost is just for his labor.

BOARD ACTION:

Dr. O'Connor made a motion to accept the employment items as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

Leaves of Absence- The Board was requested to approve the following requests for leave of absence:

Tami Turchich, middle school learning support teacher, request for medical and FMLA leave of absence for medical reasons, effective February 20, 2008, for approximately four to six weeks. Ms. Turchich will be using paid leave prior to beginning uncompensated FMLA leave.

Eileen Gass, middle school secretary, request for intermittent FMLA leave, effective February 1, 2008, not to exceed the allowable 12 weeks of FMLA leave.

BOARD ACTION:

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

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

5

Tax Sheltered Retirement Annuity Vendor List (TSRA)- The Board was requested to approve the updated TSRA Vendor list, effective March 1, 2008 (**enclosure**).

DISCUSSION:

Mr. Wentz stated that this cleaned up the list of vendors we actually use. We removed some of the vendors we no longer use. The IRS has issued new standards that require the Board to approve a plan document prior to January 1, 2009.

BOARD ACTION:

Dr. O'Connor made a motion to accept the vendor list as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

Job Description Revision- The Board was requested to approve the revisions to the job description for the Cafeteria Food Truck Driver (**enclosure**).

DISCUSSION:

The Association looked at the limit of lifting 50 pounds. A substitute would not be required to lift that much weight. Mrs. Smith noted that the delivery of inter-office bags is also listed in the job duties of the special education/facilities engineer secretary. The special education/facilities engineer secretary prepares the bags and takes them to the Food Truck Driver. The Food Truck Driver delivers them to the schools and brings them back to the administration building. The job description for the special education/facilities engineer secretary should be changed to note this. There was a question as to why it is being changed to cafeteria instead of custodial position. The cafeteria position is a 10-month position and custodial would be 12-month. During the summer the principals or secretaries from buildings are responsible for inter-school mail.

BOARD ACTION:

Dr. O'Connor made a motion to approve the job description revision as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

Standing motions regarding finance:

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

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

BOARD ACTION:

Dr. O'Connor made a motion to approve the monthly reports as presented. Seconded by Mr. Baker and

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

6

passed on a vote of 9-0.

Check Registers – The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts, Building Project, Cafeteria and Capital Reserve (**enclosures**)

DISCUSSION:

Mr. Baker questioned the cost for Instant Runway – an athletic item was drawn from the capital reserve fund. It was stated that it was a safety issue. The work needed to be done before there was an injury to an athlete. Mr. Klenk spoke with Dr. Dillon and she felt that the work needed to be done. Dr. Mowery noted that the check for Crabtree and Rohrbaugh will be deleted because they are working with us on transitioning so they will do some work without cost.

BOARD ACTION:

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

Budget Transfers – The Board was requested to approve the budget transfers for the 2006-2007 fiscal year (**enclosure**)

DISCUSSION:

Mr. Wentz noted that every function needs to be under budget for the final budget submission to the state. There will always be changes to the budget because of the early time period that it has to be approved. Dr. O'Connor felt that the transfers need to be detailed. Dr. Mowery stated that an enormous amount of detail would be required. The budget was 99 percent correct because there is only a 1 percent transfer.

BOARD ACTION:

Dr. O'Connor made a motion to approve the budget transfers as presented. Seconded by Mr. Baker and passed on a roll call vote of 8-1. Dr. O'Connor cast the negative vote.

Audit Report – The Board was requested to approve the 2006-2007 Annual Financial Report-Independent Auditor's Report including the single audit as presented (**enclosure**).

BOARD ACTION:

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

Old Business

Other Business:

Capital Reserve-Tractor repair/purchase discussion (**enclosure**)

DISCUSSION:

Mr. Baker felt that Mr. Stahlman did a good job in justifying the purchase of the tractor.

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

February 25, 2008

7

2008-2009 District Calendar (**enclosure**)

BOARD ACTION:

There was no action taken as the calendar with revisions will be presented at the next meeting. This will appear on the next meeting agenda.

Special Education Supervisor Position:

BOARD ACTION:

Mr. Baker made a motion to bring in an interim person and run an ad for the position. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

PSBA Course:

DISCUSSION:

Mr. Zeigler stated that he has an extra copy of a book from a PSBA course he took entitled "Ready Set Govern". It was a great help. There is a Spring Legal Roundup which will be held on Tuesday, March 4, at Mechanicsburg Conference Center. He was at previous Legal Roundups and they were very informative. It gives the latest legal cases especially regarding special education law. Board members throughout the state attend and has been a great help to him. The cost for the course would be \$119 per member. If you are interested, please contact Mrs. Dubbs to sign up for the course.

Next meeting date:

The next meeting will be Monday, March 10, 2008, at 6:00 P.M. in the Boardroom.

There will be a budget meeting on Monday, March 3, at 5:30 P.M. in the Boardroom.

Adjournment:

Mr. Baker made a motion to adjourn the meeting. Seconded by Mr. Bortner. The meeting was adjourned at 8:20 P.M.