

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

Monday, July 28, 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.

Pledge of Allegiance

Roll Call

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

Member(s) absent: None

Also Present: Mr. Albin, Mr. Stahlman, Mr. Klenk, Deb Sell, Mrs. Brown, Teresa Erdman (HEA), Sara Little (HEA), Mrs. Schoonover, Mr. Wentz, Ms. McDermitt, Eric Hartman (HEA), Julie Feeser, Lois Gunnet, Mrs. Frock, Linda Yowaiski (HPESPA), Heather Faulhefer (Hanover Evening Sun)

Recognition of Visitors and Public Comments - None

Approval of Minutes from Past Meeting

The Board was requested to approve the minutes of the Board Meeting July 14, 2008 (**enclosure**).

BOARD ACTION:

Mrs. Smith made a motion to approve the minutes as presented. Seconded by Mrs. Hersh and passed on a vote of 8-0 with Dr. O'Connor abstaining.

Committee Reports

York School of Technology – Zeigler, Chair; West (Alternate) – Two students Cynthia Glennin and Aida Santos achieved gold medals in National Skills Competition and Family Community Leaders Conferences, respectively. Glennin's topic was Allied Health and Santos topic was Entrepreneurship with design of a daycare center.

Recreation – Lingg, Chair; Kauffman (Alternate) – Meeting held last Thursday. Next week will be last week of summer rec program with Hanover Street attendance varying with as many as seventeen at times. Looking for a better way to notify students and parents that playground activities are occurring. Goal is to have sign ups in Spanish and English for next year. Baseball program in Borough has requested roofs on dugout areas at Good Field and Moul Fields.

PN Advisory – Hersh, Chair; A. Smith (Alternate) – No Report

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

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Meet & Discuss Classified – D. Smith, Chair; Hersh, O'Connor – No Report

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

Joint Wage Tax –Bortner, Representative; Zeigler (Alternate) – No Report

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate) – No Report

Legislative Liaison with Pennsylvania School Board Association – Hersh, Representative;
A. Smith (Alternate) – PSBA is requesting voting delegates for October 16, 2008 conference in Hershey.

Superintendent's Advisory Council – A. Smith, Chair; O'Connor (Alternate) – No Report

Policy Committee – West, Chair; A. Smith, Lingg – Nine policies on agenda this evening. Next meeting August 4, 2008. Mr. Smith inquired as to whether amended policies could be printed on color paper to distinguish them.

Sheppard Myers Stadium Committee – Bortner, Chair; Hersh, O'Connor – Dr. Dillon to follow up with architects Crabtree and Rohrbaugh on timeframe of report. Nike offers grants for programs that have matching funds for track projects. This program will be evaluated.

Moul Field Negotiating Committee – A. Smith, Chair; Lingg, O'Connor, West – Rail Trail has been completed on Moul Avenue land portion. Working on area from Cherry Tree to Moul Avenue. Representatives of Rail Trail will be at the August 11, 2008 meeting to discuss the progress.

Community Relations Committee – A. Smith, Chair; D. Smith, Kauffman, Zeigler – Currently a future meeting date is being established.

Superintendent's Report – Thank you was given to administrators, faculty and board members who helped to hand out sign up forms at Dutch Days for the Imagination Library program through the Foundation. A total of 40 registrations were received. Sample books were given to Board Members who helped out in hopes they will read to a child. Doug West mentioned that many people who already are a part of the program expressed their support of the program and appreciation of the books. Mrs. Hersh inquired as to whether a table could be located at Wirt Park where the kids carnival is held.

Dr. Dillon and Mrs. Smith presented the preliminary results for the Middle School PSSA Testing. The Middle School showed remarkable improvement in most areas. It was noted this improvement is credited to the students, faculty and administration for all the hard work they put into the test. A PowerPoint presentation was given highlighting the improvement. The Middle School team looked at change to impact students. The question being raised is whether the transition from elementary to middle school impacts the student scores. The 5th and 6th grade are more self-contained in the classroom. Dr. Dillon expressed congratulations for the hard work of the students, faculty and administration in raising the test scores and enacting changes that were best for the students.

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Legal Report – No Report

Standing motions regarding personnel

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

Supplemental Employee(s):

Jonathan Carothers, Assistant Middle School Football Coach, effective immediately. Mr. Carothers was hired on the July 23, 2008, agenda for this position and has indicated that he does not wish to return to this position.

Leave of Absence- The Board was requested to approve the following request for leave of absence:

Kelly Ulsh, elementary teacher at Hanover Street, requested for Childrearing and FMLA to extend maternity leave from the beginning of the 2008-2009 school year with an approximate return date of January 5, 2009.

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

Administrative Employee:

Lois Gunnet, Supervisor of Special Education, effective upon release from current employer. Rate of compensation will be \$82,094, pending settlement of the Act 93 agreement, prorated for the remainder of the 2008-2009 school year.

LPN Employees:

Victoria Hudak, part-time Licensed Practical Nursing Instructor, effective July 29, 2008. Rate of compensation will be \$26.00 per hour (**enclosure**).

Supplemental Employees:

Bonnie Bowers, supplemental summer employee, from August 4 to August 13, 2008. Rate of compensation will remain at Mrs. Bowers' current hourly rate for time worked. Additional supplemental time requested to begin preparations for the school year due to maternity leave of Crystal McDermitt.

Zachariah Carrick, Assistant Middle School Football Coach, effective for the 2008-2009 school year. Rate of compensation will be \$1746.00 (**enclosure**).

Tyke Conover, Head Varsity Wrestling Coach, effective for the 2008-2009 school year, correction to rate of compensation to \$4167.00.

Billie Jo Garman, Assistant 9th Grade Football Coach, effective for the 2008-2009 school year. Rate of compensation will be \$1746.00 (**enclosure**).

Tiffanie Garman, Head Middle School Field Hockey Coach, effective for the 2008-2009 school year. Rate of compensation will be \$2,367.00.

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Jennifer Gomulka, High School Student Council Advisor, effective for the 2008-2009 school year. Rate of compensation will be \$1,772.00.

John Kincaid, Assistant Varsity Soccer Coach, effective for the 2008-2009 school year. Rate of compensation will be \$1986.00.

Joe Mahone, Washington Intramural #2, effective for the 2008-2009 school year. Rate of compensation will be \$434.00.

Joe Mahone, School Security Police, effective date to be determined upon completion of appropriate court documents. Rate of compensation will be \$10.00 per hour (**enclosure**).

George Matthew, High School Play Producer, effective for the 2008-2009 school year. Rate of compensation will be \$1,270.00 (**enclosure**).

Benjamin Redding, Assistant Varsity Football Coach, effective for the 2008-2009 school year. Rate of compensation will be \$2276.00 (**enclosure**).

Megan Stitt, High School Dimensions Advisor (shared with Erin Smith), effective for the 2008-2009 school year. Rate of compensation will be \$806.00.

Denton Thomas, Varsity Soccer Coach, effective for the 2008-2009 school year. Rate of compensation will be \$3,057.00.

Returning School Security Police, effective for the 2008-2009 school year. Rate of compensation will be \$10.00 per hour (**enclosure**).

Substitute Employee:

Alexis Folmer, long-term substitute elementary teacher effective from the beginning of the 2008-2009 school year through approximately December 23, 2008. Miss Folmer will be substituting during the extended maternity leave of Mrs. Kelly Ulsh.

Volunteers:

Vernon Noratel- volunteer assistant varsity football coach, effective for the 2008-209 season (**enclosure**).

William Reichart, volunteer assistant 9th grade football coach, effective for the 2008-2009 season (**enclosure**).

Returning Volunteer Coaches, per the attached listing, effective for the 2008-2009 school year (**enclosure**).

DISCUSSION: **Mrs. Smith** asked about the LPN instructor being part time and it was explained this person is paid only when working and is strictly part time, as needed. Mr. West welcomed back Lois Gunnet.

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BOARD ACTION:

Mr. Zeigler made a motion to approve the personnel items as presented. Seconded by Mr. Bortner and passed on a roll call vote of 9-0.

Standing motions regarding Curriculum and Technology

Tentative Textbook Adoption – The Board was requested to approve the tentative adoption of the following textbooks:

Course: Biology II – College in the High School
Text Title: **Symbiosis, custom laboratory manual**
Author: Benjamin Cummins
Publisher: Pearson Custom Publishing
Copyright: 2008

Final Textbook Adoption – The Board was requested to approve the final adoption of the following textbooks: (Policy # 108)

Course: Biology II – College in the High School
Text Title: **Biology**
Authors: Campbell, Reece, and Mitchell
Publisher: Benjamin Cummings
Copyright: 2005

Course: Driver's Education
Text Title: **Drive Right**
Authors: Johnson, Crabb, Opfer, and Thiel
Publisher: Prentice Hall
Copyright: 2003

Course: Spanish
Text Title: **Realidades I**
Authors: Boyles, Met, Sayers, Wargin
Publisher: Pearson Education
Copyright: 2008

Course: Art Appreciation
Text Title: **Art in Focus**
Author: Gene A. Mittler
Publisher: McGraw-Hill
Copyright: 2006

DISCUSSION:

It was noted that Board Policy requires 10 days for textbooks to sit prior to final adoption. Dr. O'Connor requested a copy of the Jefferson County Curriculum workbook for the Board to look at.

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BOARD ACTION:

Mr. Bortner made a motion to approve the tentative and final textbook adoptions as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

Board Policies -- The Board was requested to discuss and approve the final adoption of revisions to Board Policies: (**enclosures**)

- 248 Pupils – Unlawful Harassment
- 348 Administrative Employees – Unlawful Harassment
- 448 Professional Employees – Unlawful Harassment
- 548 Classified Employees – Unlawful Harassment
- 103 Nondiscrimination
- 800 Records Management
- 800–AR1 Records Retention Schedule
- 800–AR2 Litigation Hold
- 011 Board Governance Standards/Code of Conduct

DISCUSSION:

Mr. West noted that policy 011 contained an amendment on page 5 where language was inserted under number 9 B.

BOARD ACTION:

Mrs. Lingg made a motion to approve the final adoption of the board policies as presented. Seconded by Mr. Bortner and passed on a roll call vote of 9-0.

Class Sizes – The Board was requested to approve courses with fewer than ten students (Policy 217) (**enclosures**).

DISCUSSION:

Dr. O'Connor verified that the courses set to be approved could be inserted into the master schedule that would work for the students and teachers. It was indicated that August 1 was the projected date for student schedules to be issued. Dr. O'Connor mentioned long-term interest in foreign languages and those growing foreign languages. The difficulty is in finding adequate numbers of instructors who have proper certifications. The other alternative is online courses and distance learning through colleges and universities for foreign language classes.

BOARD ACTION:

Mrs. Smith made a motion to approve the class sizes as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

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Standing motions regarding Finance:

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

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

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 (**enclosure**).

Insurance – The Board was requested to approve the football insurance program underwritten by ACE American Insurance Company, administered by American Management Advisors, Langhorne, Pennsylvania, and serviced by Christian-Baker Company, Camp Hill, Pennsylvania and the optional student accident insurance.

- Grades 7-12 Football Only:
 - Plan AA, \$1,000,000 medical maximum
 - Total premium \$4,590 (**all sports would be \$6,500**)

- Optional Student Accident
 - Plan A Primary Benefits
 - \$1,000,000 medical maximum
 - Includes all Interscholastic Sports except Senior High Football
 - Total premium \$88.00 24 hour coverage
 - \$22.00 school time coverage
 - \$ 8.50 dental (to be purchased with above plans)

DISCUSSION:

Dr. O’Connor asked about check number 17541 to CD East for an alternative ed student placement from the 06-07 school year. In addition discussion was held regarding payment to RBC Dain Rauscher for remarketing fees for the variable debt loan. Mr. Zeigler discussed the possibility of including all sports in the insurance coverage, including band and cheerleading. Mr. Smith asked how many students are covered by the insurance and a discussion was held regarding parents paying for partial coverage for the increased cost in covering all sports.

BOARD ACTION:

Mrs. Smith made a motion to approve the finance items as presented. Seconded by **Dr. O’Connor**. The motion was amended to include all sports for insurance at a premium of \$6,500. Mrs. Smith amended the motion and **Mr. Kauffman** seconded the amended motion and passed on a vote of 9-0.

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Driver's Education Lab Fee – The Board was requested to approve the driver's education lab fee of \$50 for the 2008-2009 school year.

DISCUSSION:

Dr. O'Connor questioned whether the costs to the District are higher than the revenue being brought in. That is the case. The state limits the fee to \$50 so that reimbursement can be obtained from the state for a portion of the program. The driving is all done on non-regular school hours. Mr. Bortner asked if the instructor also teaches six periods and the answer was yes. Mr. West encouraged no charge for the program.

BOARD ACTION:

Mr. Zeigler made a motion to approve the driver's education lab fee as presented. Seconded by Mrs. Smith and passed on a vote of 8-1 (Mr. West cast the nay vote).

Standing motions regarding Facilities:

- Washington Elementary
 - Insulation of pipes
- Renovation at Middle School
 - Middle school roof (**enclosure**)

DISCUSSION:

Mr. Kauffman asked about the phase in of the roof over four years, and it was noted each phase was relatively the same square footage. Mr. Smith wondered if we should bid it ourselves rather than take a state contract bid. Mrs. Lingg discussed the scope of the work and the length of time of the guarantee was noted as 10 years. Mrs. Hersh asked about the time frame of the work, which would be during the school day in the 5th grade web of the building. Mrs. Lingg asked about the material being used and the board expressed concern about painted or coated material being utilized and how that material may stand up over time. Mr. Stahlman indicated that he needed to rely on the recommendations since it is a new material. Mr. Stahlman explained the gutter problems being that the gutters are not on the end of the roof. Mrs. Smith asked how long a metal roof may last, being 50-60 years with good maintenance. Mr. Stahlman indicated that a new roof would cost \$2.5 million, versus the \$115,000 for this phase of the four phase project. Mrs. Smith noted that the gutter design was poor. Mr. Smith encouraged a second opinion. Dr. O'Connor commented as to where the monies would come from (Capital Reserve). Mrs. Hersh asked if the bid approval would take 4-6 weeks. Dr. O'Connor indicated that references should be checked. Mrs. Hersh discussed whether there are other alternatives.

BOARD ACTION:

A motion was made by Mrs. Hersh to enter into the middle school roof repair project with at a cost of \$115,000 for the wing from to . Seconded by Mr. Kauffman. The motion was defeated 0-9.

DISCUSSION:

Washington Elementary Mold/Asbestos Project-Mr. Stahlman reported the asbestos has been removed and today the pipe insulation was being removed. One change order will be needed for under floor heat fiberboard that contained mold. Wednesday the final clean up would occur and testing would occur with results in by Friday. The humidity problem is being addressed and the pipe insulation is out for bid.

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Other projects completed included: tree removal at administration parking lot area, repair at Hollywood and Washington Ave of blacktop, crack filling at Hanover Street and normal cleaning of buildings. Mr. Smith inquired as to whether the blacktop repair was seal only. Mr. Zeigler addressed the lighting brightness of the High School parking lot and Mr. Smith would give the drawings to Mr. Kauffman for lighting survey.

Old Business

Curriculum Committee-Dr. O'Connor asked about the establishment of a Curriculum Committee. Dr. Dillon indicated it would be part of the Strategic Plan Process in November/December timeframe.

Performance Tracker – Dr. O'Connor inquired as to whether the District can utilize the state money that was given over the 4.4% for performance tracker software. The administration would look into the regulations.

INFORMATIONAL ITEM ONLY - Troy Wentz, Business Manager to update the board on the state budget for 2008-2009 and the impact on the District.

DISCUSSION:

Mr. Wentz highlighted the effect the state budget that was passed on July 4, 2008 had on the District budget. Highlights included \$45,600 additional state subsidy monies over the budgeted amount; no PSERS retirement floor which results in a net positive effect of \$133,000 of savings to the District budget with discussions to follow as to whether this money should be reserved for anticipated future increases in the retirement percentage; Classrooms of the Future funding being cut in half at the state level, but no indication by state as to what amount the District will receive; Bill passed to consolidate earned income tax collection from 560 tax collectors across the state to 69 tax collectors by the year 2012, the District is to have a representative on a committee to decide the set up in York County with anticipation that this will effect the Hanover Earned Income Tax Bureau.

Millage Comparison York County – Mr. Wentz commented on the millage comparison of York County School Districts for 2008-2009 noting the following: 1. HPSD ranks 7th out of 14 schools regarding millage rate; 2. HPSD ranked 4th lowest in terms of percentage of millage increase for 2008-2009; 3. HPSD is 2nd lowest in terms of value of a mill; 4. HPSD was 3rd lowest in terms of use of fund balance to balance the budget for 2008-2009.

2008-2009 Pay Non-Bargaining Unit Classified Employees – The Board was requested to approve increases for non-bargaining unit classified employees: (currently tabled)

Secretary to the Assistant Superintendent and Personnel Administrator
Payroll Clerk
Assistant Maintenance Supervisor
Adult Patrol Positions/Substitute Adult Patrol Positions

Act 93 Update

DISCUSSION:

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Dr. O'Connor offered apologies to the administration regarding the Act 93 agreement remaining outstanding and he indicated a meeting would be scheduled very soon and a proposal would be presented.

Other Business

Washington Playground – Discussion Item

DISCUSSION:

A discussion was held regarding a recent traffic accident that had a car enter the Washington Elementary playground and destroy a piece of equipment due to driver passing out. It was discussed about placing fencing along the highway as a safety measure. The discussion included fencing or a jersey wall. The approximate length would be 100 to 130 feet. Mr. Kauffman expressed an interest in fencing to address safety of the playground. Mr. Smith indicated that the Borough engineers could provide drawings of where future curbing would go so that the fencing could be placed at the correct location the first time. Dr. O'Connor was interested in having the administration get 1-2 recommendations from experts on the situation. Mr. Zeigler questioned whether a jersey wall would be allowed by the Borough due to traffic concerns. Mr. Kauffman indicated that other elementary schools have fencing around the playground. An update on insurance information for the piece of equipment was given with the District waiting to hear on what monies would be received for the equipment destroyed by the accident.

BOARD ACTION:

A motion was made by Mrs. Hersh to instruct administration to have chain link fencing installed along the highway as necessary to protect the playground area. Mr. Zeigler seconded the motion and a roll call vote of 9-0.

Next meeting date:

The next meeting will be Monday, August 11, 2008, at 6:00 P.M. in the Boardroom.

Adjournment

_____ made a motion to adjourn the meeting. Seconded by _____. The meeting was adjourned at 7:52 P.M.