

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

Monday, November 10, 2008

6:00 P.M.

An executive meeting was held prior to the Board meeting to discuss personnel issues.

Opening Business

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:05 P.M.

Pledge of Allegiance

Roll Call

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

Student Board Member present: Lyna Tran

Also Present: Dr. Doll, Laura Silver, Rebecca Silver, Richard Weaver, Deb Leppo, Deb Smith and Middle School Madrigals/Recorders, Tom Henry, Anne Henry, Mr. Klenk, Mr. Wentz, Mr. Stahlman, Mrs. Gunnet, Mr. Albin, Teresa Erdman, HEA; Mike Vaux, Ken Silver, Dr. Krout, Ms. McDermitt, Mrs. Dubbs, John Beddia, Crabtree and Rohrbaugh; Kara Newcomer, Evening Sun.

Recognition of Visitors and Public Comments

Deb Smith along with the Middle School Madrigals/Recorders presented two musical numbers. She noted that her High School girl's choir, the Adelines, will be singing at the White House during the tree lighting ceremony on December 6th at 5:00 P.M.

Approval of Minutes from Past Meeting

The Board was requested to approve the minutes of the Board Meeting October 27, 2008 (**enclosure**).

BOARD ACTION:

Mrs. Lingg made a motion to approve the minutes as presented. Seconded by Dr. O'Connor and passed on a vote of 9-0.

Standing motions regarding Personnel:

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

Kristy Long, kindergarten teacher at Hanover Street, FMLA leave of absence for medical reasons, effective November 5, 2008, to approximately December 5, 2008. Mrs. Long will be using paid leave prior to beginning uncompensated FMLA.

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

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Classified Employees:

Brian Baughman, full-time second shift custodian, effective November 11, 2008. Rate of compensation will be \$9.53 per hour (**enclosure**).

Substitute Employees:

Kerri McSweeney, extended substitute kindergarten teacher, effective November 5, 2008, to approximately December 5, 2008. Rate of compensation will be \$211.81 per day. Ms. McSweeney will be substituting during the medical leave of Mrs. Kristy Long.

Sierra Bair, Carole Baublitz-Frederick and Kelly Phillips, day-to-day substitute teacher effective immediately. Rate of compensation will be \$95.00 per day.

Gameworkers/Eventworkers:

Eileen Gass, gameworker employment effective for the 2008-2009 school year. Rate of compensation will be as listed on the SA-107A "Athletic Event Report for Payment" for each appropriate position.

BOARD ACTION:

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

Conferences/Workshops – The Board was requested to approve the following conferences/workshops:

Bj Frock	PASBO Annual Conference
Dallas Stahlman	March 31 – April 3, 2008
	Philadelphia, PA
	\$725.00 (per person)

DISCUSSION:

Mr. Bortner and Dr. O'Connor stated that they are in agreement that when a conference or workshop is submitted the Board would like to see what they are going to learn, how the information will be implemented and how it will be distributed to others.

BOARD ACTION:

Mr. West made a motion to approve the conferences/workshops as presented. Seconded by Mr. Zeigler. Mr. Bortner made a motion to table the conferences/workshops as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 5-4. Mrs. Hersh, Mr. Kauffman, Mr. West and Mr. Zeigler cast the negative votes.

Job Description- The Board was requested to approve changes to the following job description (**enclosure**):

Practical Nursing Program Coordinator/Financial Aid Officer

BOARD ACTION:

Dr. O'Connor made a motion to approve the change to the job description as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

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Standing motions regarding Curriculum and Technology:

Board Policy – The Board was requested to discuss and approve the final adoption of Board Policy (enclosures):

- 249 Bullying/Cyberbullying
- 704 Maintenance
- 008 Organizational Chart

Board Regulation – The Board was requested to discuss and approve the final adoption of Board Regulation (enclosure):

- 008-R Line of Responsibility

DISCUSSION:

Mr. Zeigler felt that in regard to Regulation 008 that grievances are already in place. Also under the line of responsibility if the direct supervisor is out of the office it would be hard for them to reply in two normal work days. Mrs. Lingg stated that for the normal work days it meant the direct supervisor would be present in the District. Mr. Zeigler also noted that on Level 2 the word make should be taken out in order for it to make sense. Mr. Zeigler also felt that for level 4 the President of the Board of School directors should also be held accountable in a timely manner. He thought it should be changed to four normal work days. Mr. West noted that this is for things outside of the grievable offenses. The idea is to respond within five days. Mrs. Lingg stated that the personnel director would only be involved if the conflict was with the employee's direct supervisor.. Dr. O'Connor wondered if there was a need to define cyberbullying. Also he wondered if it included outside of school hours. Mrs. Lingg stated that when it is outside, it eventually comes into the school and that is when the school becomes involved.

BOARD ACTION:

Mr. West made a motion to approve the board policy and regulations with the one change removing the word "make" on page 2 to regulation 008-R. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

Standing motions regarding Finance

Donation – The Board was requested to approve the donation of \$2,000 from Ox Paper Tube and Core, Inc. to be utilized for the fall high school play entitled Cheaper by the Dozen.

BOARD ACTION:

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

Adjournment

The meeting was adjourned at 6:33 P.M.

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Hanover Public School District Board of Directors Committee Meeting Minutes

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Opening Business

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:34 P.M.

Roll Call

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

Also Present Dr. Doll, Laura Silver, Rebecca Silver, Richard Weaver, Deb Leppo, Tom Henry, Anne Henry, Mr. Klenk, Mr. Wentz, Mr. Stahlman, Mrs. Gunnet, Mr. Albin, Teresa Erdman, HEA; Mike Vaux, Ken Silver, Dr. Krout, Ms. McDermitt, Mrs. Dubbs, John Beddia, Crabtree and Rohrbaugh; Kara Newcomer, Evening Sun.

Recognition of Visitors and Public Comments

Lyna Tran gave a Student Board Report. She stated that Senior Projects are being presented this month. They are putting together slide shows and doing mock speeches. Projects will take place on November 20 and 21. Presentations are to last around twenty minutes with five minutes of questions. Seniors are graded on the presentation. Lyna's presentation was tutoring students at the Middle School with the Bridge to Success. Friday the Powder Puff games were held with the Seniors winning. The Biology group would like to thank the Board for the \$10 donation per student for field trips, theirs being for the zoo trip. The Bonfire was a huge success. Everyone loved it. It lasted just the right amount of time.

Crabtree Rohrbaugh Presentation on new construction at Washington Elementary

John Beddia from Crabtree and Rohrbaugh presented information on a probable cost for new construction of Washington Elementary School. There are two ranges – the high and low. The cost for site work would be \$650,000 to \$750,000. The quote is with the same educational programs as the renovation cost proposals. It would be 39,000 square feet. The estimated cost of the total project would be \$7,512,942 to \$8,330,400. He stated that the phasing in was the important issue. The project would include a satellite kitchen and administration area with health and guidance. There would be a second floor in order to stack spaces and would utilize parking spaces. Mr. Smith wondered about the fee schedules for professional services. Mr. Beddia stated that it is usually 18 to 20 percent of the structural cost. Dr. O'Connor wondered about the new construction maintenance surfaces like the old building has. Mr. Beddia stated that the glazed walls that Washington has now performs well. The drywall is pretty efficient but veneer should be added. Dr. O'Connor wondered if you could only build new with the two-story construction due to fear of fire. Mr. Beddia stated that how the building is organized is a bigger issue. There is less foundation and less roof and therefore less costly. Mr. West wondered about the impact of students during renovations. Mr. Beddia stated that is not part of the bid documents and more of a District administrative issue. Mr. West noted that there are radical changes to the parking. Mr. Beddia stated that the cost for site work would be around \$700,000. He stated that the demolition

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would be separate. Mr. West wondered how you compare the two prices. He noted that the cost for the new building would be approximately \$800,000 more. Mr. Beddia stated that the options summary on his scope of work was based on the context that PDE look for as far as code compliant and how they relate to one another. There are always some intangibles. With a new building you can design it the way you want it. Mr. West wondered if he was basing the cost on doing all the recommendations by the Board. Dr. O'Connor stated that there is a contingency of 5 percent, which would be a good figure. Mr. Beddia stated that it depends on the size. The existing building is 22,000 square feet. When doing a renovation, we could find things that no one anticipates. Mrs. Smith noted that the high range is \$1.5 million more. Mr. Smith stated that he wants to see real numbers instead of square foot numbers. Mr. Beddia stated that this is only a schematic design. Mr. Wentz stated that there are a lot of options there for the Board to make the decision and a lot haven't been decided yet. Mr. Beddia stated that air conditioning is just an option. Dr. O'Connor stated that there are so many variables. Is the Board willing to borrow more money or stay within the budget that we have? Mr. Beddia stated that this is not to be intended to be a final design. Mr. Smith stated that it was a question as to the life of the old building versus the new building. Mr. Beddia stated that it was question of the nature of the infrastructure or mechanical with a 15-20 life cycle cost. Mr. Smith felt that we would be trading good materials for materials that are not as good. He felt that it is a solid building, which lends itself to renovation. Mr. Beddia stated that we can't control the wall systems in the existing building. Dr. O'Connor stated that all the building projects added up to \$17 to \$18 million and we only have \$15 million. Mr. Wentz stated that it is not just about money but we also need to be happy at the end of the renovations. Mr. Smith felt that the building we have it in very good shape. Dr. O'Connor noted that prior to 2000 there was little or no debt. Mr. Zeigler wondered if we needed additional funds whether that would have to be a referendum question. Mr. Wentz stated that the millage may be absorbed in regular millage increases. Mr. West stated that the Board should make the best decision. We need to look at the finished product. If everything is the same there is no problem. Everyone has all the information. The cost of the new construction is more costly up front but will it cost more in the long run to renovate. The need to educate the students is the main idea. When looking at the figures, sometimes the lowest cost is not always the best. Prices are now higher than they were in the past. Mr. Zeigler stated that the big questions are in the change orders and the unknown factors like the underground pipes, which could be costly. Mrs. Lingg had questions about the layout of the new school. Mr. Beddia stated there is a new layout and all things have been addressed. There is more latitude with the new building. There are other options and not a representation of a final design. This is only one representation. Mr. Smith wondered about the location of the playground and traffic study issue. Dr. O'Connor stated that when you look at remodeling the handling of the kids may be not as high an impact. Dr. O'Connor wondered if the students could move to another school during renovations. Dr. Dillon stated that there would have to be portables since there is no more room at the other schools. Mr. Beddia stated that they could be housed on site. The modulars should be set once because it is costly to move them. They need to be aware of logistics. Mr. Smith wondered about the cost for temporary rooms. Mr. Beddia stated that it depends on what you want as far as bathrooms, ramps, etc. Mr. Smith wondered if everyone had enough information. He wondered if Hanover Street was strictly renovation. Mr. Beddia stated that no new school was proposed. The uniqueness of the windows should be addressed in the renovation. Mr. Smith wondered about egress and the ability to open the windows. Mr. Beddia stated that there should be two forms of egress from a room. Mrs. Smith wondered if we would need to change the windows. The windows would be very costly to change. Mr. Beddia stated that Hanover Street is easy to renovate but the windows are a challenge. Mr. Smith wondered about the failing intersections at Washington as well as Hanover Street. Mr. Beddia stated that the intersection at Hanover Street is not considered failing. Mr. Smith wondered in regard to the stadium project whether the district could receive donated funds

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and time and how far we have to go. Mr. Beddia stated that any renovation must be publicly bid. Mr. Smith wondered if we are required to state-wide codes especially in regard to the number of bathrooms. Mr. Beddia stated that we were and we are driven by the number of seats. Mr. Smith wondered if a meeting could be scheduled or a committee formed. Mr. Kauffman felt that a committee should be formed and the information brought back to the Board. Mrs. Smith felt that we should do as a whole since all have input and we need to move forward. Mr. Bortner and Mrs. Hersh agreed that the Board should pick a date to meet. Mr. Smith wondered if the Board did nothing at the stadium will it stay like it is. Mr. Beddia stated that the District could continue to use it. Mr. Smith wondered if it could be phased in. Mr. Beddia stated that it is not handicap accessible and the District could be subject to a complaint at any time. Mr. Bortner wondered if we could pose for an exemption. Mr. Beddia stated that the District would need to say why and the scope of work for amount of money. Dr. O'Connor wondered what can we afford versus what do we want?

Personnel

Mr. Bortner stated that he really enjoyed the music that was presented tonight at the meeting. He would like to propose that an ad hoc committee be formed by the Board to discuss the instrumental music program. He would like to see a strong music program and feels that scheduling is a problem. The committee would report back within two months to the Board. Members who desire to be on the committee should contact Mr. Smith. The statement read by Mr. Bortner is attached to these minutes.

Mr. Smith asked that the Administration create a job description for the Board to review for a new position – Assistant to Technology Coordinator.

Curriculum and Technology

Cyber Charter Schools (**enclosure**)

DISCUSSION:

Mrs. Smith wanted to thank Dr. Doll for supplying the enclosure regarding the number of students enrolled. Dr. Doll stated that several people were responsible for getting the information. Mrs. Lingg noted the costs as two different amounts. Dr. Doll stated that the one cost is for regular education and the higher one for special education. Mr. Smith wondered where the schools are located. It was stated that they are located all over the state. Mrs. Smith stated that the students need to be logged on a certain length of time each day. Dr. Doll stated that we look closely at the bills to make sure the students are attending and that they are our students. Mrs. Hersh wondered what the total cost was to educate our children. Dr. Doll stated that it was \$9,700 for elementary and \$10,000 for secondary students. Dr. O'Connor spoke in reference to the curriculum revisions cycle. He wondered what process was involved in that. He felt that there should be a place for the Board input. Dr. Doll stated that the Board gives the final approval. Dr. O'Connor felt that the Board needs to be involved at the beginning. Mr. West stated that was what the Board used to do when they had a curriculum committee. He stated that the committees overlapped. The Board members that were on the curriculum committee were involved in planning with the teachers. That way the Board was more involved. Dr. Dillon stated that through the Strategic Plan the committee is formed. It consisted of team leaders and two Board members. We use as many teachers as possible. Dr. O'Connor felt that Board input was very important. Mr. West felt that the committees should be reinstated. That way the standing committees would benefit. The smaller group could specialize in a certain area of interest and accomplish more things. He felt that it was a way to streamline. It would increase the level of efficiency and building and develop teamwork.

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Finance

Audit Proposal – Three Year (**enclosure**)

Mr. Wentz stated that this is the company we are currently utilizing. He would bring it to vote at the next meeting. He stated that the cost to change firms is large because they have to start fresh. Mrs. Lingg wondered if we are required to have a three-year commitment. Mr. Wentz stated that is usually what is done. Mr. Kauffman stated that a lot of the auditing firms no longer do school districts because they need to specialize. Mr. Wentz stated that the auditing firm could bump up costs if on a year-to-year basis.

Tax Collector Rates (**enclosures**)

Mr. Wentz stated that this topic is widely discussed throughout York County. Some school districts have considered bringing the job in the school. You would have to pay the person retirement. Another problem is that as many as 464 taxpayers could visit on any given day. Dr. O'Connor wondered if \$2.00 was given to the tax collector for a \$5.00 bill. Mr. Wentz stated that is true and that is why many school districts are getting rid of that per capita tax. Mr. Wentz stated that this will be brought for vote at a future meeting.

Mrs. Hersh left at 8:25 P.M.

York School of Technology Budget (**enclosures**)

Mr. Wentz stated that there is an increase for the budget for our participation. He spoke with Mr. Fitz, the business manager at York School of Technology, and stated that they are projecting two additional students for next year, which would account for \$18,000 of the \$60,000 increase. Since this is a consortium, when others decrease, everyone else needs to increase. Mr. Zeigler stated that he can't separate himself from the students and authority. In regard to the cost per student and bond issue Dr. O'Connor wondered how much we are paying for the bond. Mr. Wentz stated that he will get back to the Board with the information. Dr. O'Connor stated that the project cost was \$450,000 for tuition for York Tech. Mr. Wentz stated that includes the bond issue. Mr. Zeigler stated they held the staffing to where we were and not to exceed the index of 5.2%. The budget was presented to the superintendents at a meeting and they thought it was a fair budget.

Lincoln Intermediate Unit Joint Purchasing Board Savings 07-08 (**enclosures**)

Mr. Wentz stated that we pay \$5,000 in fees to belong to the Joint Purchasing Board but there was \$110,000 in savings for the 07-08 school year.

Facilities

Middle School Roof Update

Mr. Stahlman stated that there wasn't enough rain to evaluate the success. The last rain did show improved results. There was a leak in the flashing, which caused a pocket of water. It will need to be cut out and redone. The roof could be done by Craft but it is under bid requirements for the whole project. It would have to be put out for bids or done through Tremco who are state approved.

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Washington Mold

Mr. Stahlman presented an update on the Washington mold remediation. The pipe insulation has been removed and biocide was sprayed in the tunnel area. The insulation has been replaced on these lines. An engineer and estimator from James Craft and Sons made recommendations on venting the boiler room to relieve the humidity from the area and get airflow through the tunnels. They submitted a cost proposal of \$7,450. Other quotations would need to be obtained.

Old Business - None

Other Business

Board members are to give possible meeting dates to Mr. Smith.

Next meeting date:

The next meeting will be Monday, November 24, 2008, at 6:00 P.M. in the Boardroom.

Adjournment

Mr. Bortner made a motion to adjourn the meeting. Seconded by Mr. Kauffman. The meeting was adjourned at 8:47 P.M. A short executive session was held following the meeting to discuss personnel matters.