

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES**

Monday, March 23, 2009

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 6:00 P.M.

Pledge of Allegiance

Roll Call

Board Members present:

Mr. Bortner, Mrs. Hersh, Mr. Kauffman (arrived at 6:08 P.M.), Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. West, Mr. Zeigler

Student Board Members absent:

Lyna Tran, Gabriel Rosenbrien, Alex Daubert (Alternate)

Also Present :

Dr. Dillon, Mr. Yingst, Mrs. Brown, Mr. Klenk, Mr. Wentz, Mrs. Dubbs, Mrs. Smith, Ms. McDermitt, Dr. Krout, Mrs. Frock, Mr. Samuelsen, Dr. Doll, Tony Grimes, Bryant Foreman, HEA; Erin Smith, Gene Kraus, Teresa Erdman, HEA; Rick Engle, Mike Vaux, Stacey Stevens, Krista Hayward, Keri Roth, Shawn Richwine, Roberta Greene, Karen Driscoll, Donna Gebhart, Lisa Menges, Kristin Hart, Deena Kime, Heather Faulhefer, Evening Sun; Linda Yowaiski, HPESPA; Lauren White, Jobie Zepp, Kevin Gebhart

B. Recognition of Visitors and Public Comments

Keri Roth, a parent from a student at Clearview, read a letter written by her husband who is serving in Iraq. He wrote regarding filling the position of principal at Clearview. He felt that the students would be greatly affected by lack of leadership at Clearview if a principal was not put in place.

C. Approval of Minutes from Past Meeting

The Board was requested to approve the minutes of the Board Meetings February 23, 2009, and March 9, 2009 (**enclosures**).

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.

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D. Committee Reports

York School of Technology – Zeigler, Chair; West (Alternate)

Mr. Zeigler spoke regarding some new programs taking place at York School of Technology including the modular house project with Habitat for Humanity. He stated that the Early Learning Center now has a total enrollment of 47 students. The dental hygienist program checked low-income students at no cost and put sealants on teeth. Project Harmony is sponsoring “Think Before You Speak”, Day of Silence, and a Block Party.

Recreation – Lingg, Chair; Kauffman (Alternate)

The next meeting will be Thursday evening. The Recreation Committee would like to reach out to children. They are open to suggestions as to how the word could better be sent to parents to advertise these programs.

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

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

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)

There was a meeting held on February 24. Officers were elected at the meeting. The annual audit was approved. Act 32 will be enacted in January 2012. The next meeting will be held on May 28, at 6:30 P.M. Board members are strongly urged to attend. Mike Waugh will be there to answer questions regarding his position on Act 32. The wage tax committee would like to continue the satellite office in Hanover if possible. Next year’s meetings will be January 26 and February 23, 2010 at 7:00 P.M. in the South Western administration office.

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate)

The next meeting will be Thursday, April 30.

Legislative Liaison with Pennsylvania School Board Association – Hersh, Representative;

A. Smith (Alternate) – No Report

Superintendent’s Advisory Council – A. Smith, Chair; O’Connor (Alternate)

The next meeting will be Wednesday, April 8.

Policy Committee – West, Chair; A. Smith, Lingg

A number of policies are on the agenda to be approved at this meeting. The next meeting of the policy committee is on Thursday, March 26.

Sheppard Myers Stadium Committee – Bortner, Chair; Hersh, O’Connor

Mr. Bortner stated there was no recent meeting but noted that the trees have been removed at the stadium.

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Community Relations Committee – A. Smith, Chair; D. Smith, Kauffman, Zeigler – No Report

Student Board Members Report – Tran, Rosenbrien, Daubert (Alternate) – No Report

E. Superintendent's Report

Mr. Eugene Kraus, a teacher at the High School and the Classrooms for the Future coach, along with two other teachers, Erin Smith and Bryan Beichler, gave an update regarding the program. There are now three mobile laptop carts with six enhanced classrooms. He stated that it changes the way we teach. It has been very positive so far. He stated that there is a broad range of computer skills. Collaboration among teachers is very helpful in this program.

F. Legal Report – No Report

G. Standing motions regarding personnel

- 1) **Change in Co-curricular position**-The Board was requested to approve to change the following co-curricular position:

Middle School Girls Basketball #1 Intramural (currently not used)
Change to **Middle School Science Olympiad**

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

Substitute Employee:

Kimberly Bethas, substitute healthroom assistant, removal of name from the substitute listing effective immediately.

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

Supplemental Employees:

Debra Rinker and **Tiffanie Garman**, middle school Science Olympiad intramural co-advisors, effective for the 2008-2009 school year. Rate of compensation is \$434.00 to be split evenly at \$217.00 each.

Carolyn Owens, substitute teaching assistant, effective immediately. Rate of compensation will be \$9.53 per hour.

BOARD ACTION:

Mr. Bortner made a motion to accept the change in co-curricular position, resignation and employment items as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

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- 4) **Conferences/Workshops** – The Board was requested to approve the following conferences/workshops:

Dr. Wesley Doll
Mark Hershner

Pa. Association of Federal Program Coordinators (PAPFC)
Seven Springs, PA
April 5-8, 2009
Approximate Cost - \$1500 (total for both)
(Paid for by Federal Funds)

DISCUSSION:

Dr. O'Connor felt that just one person should be sent to a conference. Mr. West pointed out that many times more than one workshop is going on at a time. Dr. Dillon stated that she has attended this in the past and one person cannot get to all the sessions.

BOARD ACTION:

Mr. Zeigler made a motion to approve the conferences/workshops as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 8-1. Dr. O'Connor cast the negative vote.

- 5) **New Business:**

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

Amanda Morgret, request for leave of absence for maternity/FMLA effective approximately May 28, 2009, through the end of the 2008-2009 school year. Mrs. Morgret will be using paid leave prior to beginning uncompensated FMLA leave.

Lynda Ross, request for leave of absence for maternity, effective May 13, 2009, through the end of the 2008-2009 school year. Mrs. Ross will be using paid leave during her absence.

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

Supplemental Employee:

Mark Williams, middle school specials team leader, effective November 26, 2008. Mr. Williams' salary will be prorated for time served in the position.

BOARD ACTION:

Mrs. Hersh made a motion to approve the leaves of absence and resignation as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

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

Administrative Employee:

Jay Czap, transfer from Assistant Middle School Principal to Principal at Clearview Elementary, effective April 13, 2009. Rate of compensation will be \$75,650 prorated for the remainder of the 2008-2009 school year.

BOARD ACTION:

Mrs. Smith made a motion to approve the transfer of Jay Czap to Clearview Elementary principal as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 9-0.

Approval is requested to advertise for the Assistant Middle School Principal position.

DISCUSSION:

Dr. O'Connor stated that the Board should have some input with each position and to take our time to see if there is a need for a change to the position.

BOARD ACTION:

Mrs. Lingg made a motion to approve the request to advertise as presented. Seconded by Mr. West and passed on a roll call vote of 6-3. Dr. O'Connor, Mr. Bortner and Mrs. Lingg cast the negative votes.

Classified Employee:

Laura Moore, secretary to the LPN Coordinator, effective March 24, 2009. Rate of compensation will be \$11.68 per hour (**enclosure**).

Substitute Employees:

Marilyn Shultz, extended substitute elementary teacher, effective approximately May 28, 2009, through the end of the 2008-2009 school year. Rate of compensation will be \$95/day or \$211.81 per day dependent on the beginning leave date of Mrs. Morgret (**enclosure**).

Alexis Folmer, extended substitute elementary teacher, effective May 13, 2009, through the end of the 2008-2009 school year. Rate of compensation will be \$211.81 per day. Ms. Folmer will be substituting during the leave of Mrs. Ross (**enclosure**).

Supplemental Employees:

Lisa Fry, middle school specials team leader, effective November 26, 2008, for the remainder of the 2008-2009 school year. Rate of compensation will be \$789.00, prorated for the amount of time served in the position (**enclosure**).

Rebecca Hill, assistant boys/girls track coach, effective for the 2008-2009 school year. Rate of compensation will be \$1746.00 (**enclosure**).

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DISCUSSION:

Mrs. Lingg stated that she has seen Marilyn Shultz in the classroom. She is a very different teacher in terms of style, but effective and she really appreciated her style of teaching.

BOARD ACTION:

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

- d) **Conference/Workshop** – The Board was requested to approve the following conferences/workshops (**enclosure**):

Dr. Jill Dillon Superintendent's Retreat/Training
April 29-May 1, 2009
Bedford, PA
Cost: mileage only

BOARD ACTION:

Mr. Zeigler made a motion to approve the conference/workshop as presented. Seconded by Mrs. Hersh and passed on a roll call vote of 9-0.

H. Standing motions regarding Curriculum and Technology

1) **New Business:**

- a) **Board Policies** – The Board was requested to approve the tentative adoption to: (**enclosures**)

- 335 Administrative Employees Family and Medical Leaves

BOARD ACTION:

Dr. O'Connor made a motion to approve policy 335 as presented. Seconded by Mrs. Lingg and passed on a vote of 9-0.

- 435 Professional Employees Family and Medical Leaves

BOARD ACTION:

Mr. Bortner made a motion to approve policy 435 as presented. Seconded by Dr. O'Connor and passed on a vote of 9-0.

- 434 Professional Employees Sick Leave

BOARD ACTION:

Dr. O'Connor made a motion to approve policy 434 as presented. Seconded by Mrs. Smith and passed on a vote of 9-0.

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- 122 Extracurricular Activities
- 123 Interscholastic Athletics

DISCUSSION:

Dr. O'Connor wondered if senior students who are able to exit the building if they have enough credits as a senior would not be taking the six credits required. Mr. Samuelsen stated that he did not think it is a problem now but may be one in the future.

BOARD ACTION:

Dr. O'Connor made a motion to approve policy 122 as presented. Seconded by Mrs. Lingg. Dr. O'Connor made a motion to withdraw his motion and send policies 122, 123 and regulations with these policies back to the policy committee. Seconded by Mrs. Lingg.

- 201.1 Elementary School Enrollment

DISCUSSION:

Dr. O'Connor wondered if this policy could be sent back to the policy committee. He thought it would be best to have a readiness test for students entering grades one through three. Dr. Dillon stated that one test should not decide that. Dr. O'Connor thought it would be easy to do in grades one through three. Mr. West felt that it is the wrong policy to do this with. Mrs. Hersh stated that a student may not do well on one test. Mrs. Lingg stated that she felt that we should catch them when the student is not ready. Dr. Dillon stated that we do screen kindergarten children now. Dr. O'Connor thought students entering from other school districts need a test to place into certain grade levels.

BOARD ACTION:

Dr. O'Connor made a motion to approve policy 201.1 as presented. Seconded by Mrs. Lingg. Dr. O'Connor made a motion to send policy 201.1 back to the policy committee. Seconded by Mrs. Lingg and passed on a roll call vote of 6-3. Mr. West, Mr. Zeigler and Mrs. Hersh cast the negative votes.

b) **Regulations** – The Board was requested to approve the tentative adoption to: **(enclosures)**

- 335-R1 The Family and Medical Leave Act
- 435-R1 The Family and Medical Leave Act
- 122-R2 Athletic and Extracurricular Code of Conduct
- 123-R1 Super Frosh
- 123-R2 Athletic Record Board – Guidelines

DISCUSSION:

Regulation 122-R1 was pulled from the rest of the regulations for discussion in policy committee.

BOARD ACTION:

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

- c) **Federal Programs Grant Applications-** The Board was requested to approve application for the following federal program grants for the 2009-2010 school year:

Title I- Improving the Academic Achievement of the Disadvantaged
Title II Part A- Training and Recruiting High Quality Teachers and Principals
Title II Part D- Enhancing Education through Technology
Title III- Language Instruction for Limited English Proficient and Immigrant Students
Title I- School Improvement (if applicable)

State Programs Grant Applications- The Board was requested to approve application for the following program grants that may exist through the Pennsylvania Department of Education for the 2009-2010 school year:

Alternate Education Grant

PA-Pact:

- the Accountability Block Grant (ABG),
- the Educational Assistance Program (EAP), and
- the Accountability to Commonwealth Taxpayers (ACT) – a school district's increase above the annual inflation index of the Basic Education Funding under Section 2502.49

Classrooms for the Future

School Improvement Grants (if applicable)

DISCUSSION:

Dr. O'Connor wondered if any other applications would need to be approved especially regarding the stimulus package. Mr. Wentz stated that Dr. Dillon, Dr. Doll and himself sat through a presentation regarding the stimulus information. They have some ideas as to what is involved but nothing to present right now until further direction is received from the federal and state government.

BOARD ACTION:

Dr. O'Connor made a motion to approve the federal and state programs grant applications as presented. Seconded by Mrs. Smith and passed on a vote of 9-0.

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I. Standing motions regarding Finance

- 1) **York County School of Technology Budget** – The Board was requested to approve the proposed 2009-2010 York County School of Technology Budget. The total budget amount is \$22,396,919 or a 4.52% increase (\$21,427,339 for 2008-2009) and the District's costs for 2009-2010 are estimated to be \$332,945 or a 22.62% increase (\$271,524-revised estimate for 2008-2009) including regular education plus special education.

BOARD ACTION:

Mr. Zeigler made a motion to approve the York County School of Technology Budget as presented. Seconded by Mrs. Hersh and passed on a roll call vote of 9-0.

- 2) **Bid Advertisement for 2009-2010 Transportation Services** – The Board was requested to approve the advertisement of a bid for transportation services for the 2009-2010 school year.

BOARD ACTION:

Dr. O'Connor made a motion to approve the bid advertisement for 2009-2010 transportation services as presented. Seconded by Mrs. Lingg and passed on a vote of 9-0.

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

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

BOARD ACTION:

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

- 4) **Donations** – The Board was requested to approve donations of \$500 each from Susquehanna Bank and Wetzel Funeral Home as co-sponsors of the Spring Musical at the High School.

BOARD ACTION:

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

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- 5) **Donation** – The Board was requested to approve a donation of \$210 by Eric Werling from the extended Lingg family to be utilized for the Elementary Instrumental Music Program.

BOARD ACTION:

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

- 6) **New Business:**

- a) **Check Registers** – The Board was requested to approve the following check registers:
General Fund including athletic, middle school and high school activity accounts totaling \$1,278,304.00, Building Project totaling \$10,347.00, and Cafeteria totaling \$52,051.12. Grand total \$1,340,702.12 (**enclosure**).

BOARD ACTION:

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

- b) **Monthly Reports** – The Board was requested to approve the following reports for the month of February (**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 Mrs. Lingg and passed on a roll call vote of 9-0.

- c) **Budgetary Transfers** – The Board was requested to approve the 2007-2008 budgetary transfers as per the audit (**enclosure**):

DISCUSSION:

Dr. O'Connor stated that he felt this was not in compliance with policy 212. According to the policy the Board is to be notified at the next meeting when an expense goes over the budgeted amount. He wondered why salaries have gone over \$50,000 from the budgeted amounts. Mr. Wentz stated that it is due to step column movements. He also noted that there was an increase in ESL spending and charter school expenses. He noted that the budget was 97.26%.

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BOARD ACTION:

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

- d) **Donation** – The Board was requested to approve the donation of four seat stools from Andrew Novosedliak to be utilized at the Middle School in the Music Program

BOARD ACTION:

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

- e) **Bid Participation** – The Board was requested to approve participation in the LIU Chemical Disposal Bid through the Joint Purchasing Board.

DISCUSSION:

Mr. Wentz stated that there is better pricing in participation with the LIU. They have looked at disposal of chemicals at the maintenance shed and science rooms. He stated that this is the safe way to dispose of chemicals and they come to the buildings to collect.

BOARD ACTION:

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

- f) **DISCUSSION ITEM ONLY** – Discussion of the 2009-2010 General Fund Budget

DISCUSSION:

Mr. Wentz presented a six-year history of budgeted use of fund balance to balance the budget. Mr. Wentz presented to the Board a draft of the athletic budget for the 2009/2010 school year. Dr. O'Connor wondered if there is a power pass and if it has affected the revenues. Mr. Klenk stated that a person can buy a pass per sport or per year and he didn't think it affected revenue received. Mrs. Lingg wondered if all salaries are taken out of the Cafeteria Budget. Mr. Wentz stated that they are included in the transfer. He also supplied the information regarding the Practical Nursing Program with the extra money contributed to the general fund balance each year. Mr. Wentz pointed out that this budget was not going to have extra "wiggle" room. He read a letter regarding the uncertainty of the amount of state funding. In regard to the variable rate debt if the District were to pay the \$2 million back the interest rate is 1.25% and would be a \$25,000 savings per year. In regard to the tech replacement cycle if the 95-120 computers were not replaced this upcoming year there would be a savings of about \$76,000 to \$96,000.

J. Standing motions regarding Facilities

- 1) **Civil Engineer Recommendation for School Projects** – The Board was requested to approve the advertisement of a bid for Civil Engineer Services for School Projects.

DISCUSSION:

Mr. Bortner stated that this was discussed at committee. He felt that he didn't want to wait another time for bids for the Civil Engineer. He felt that GHI (Group Hanover Incorporated) is very reliable. He will be voting no. Dr. O'Connor felt that there is a need for a Civil Engineer as far as moving the track with the wetlands, parking, and street repairs.

BOARD ACTION:

Mr. Zeigler made a motion to approve the civil engineer recommendation for school projects as presented. Seconded by Mr. West and was defeated on a roll call vote of 4-5. Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith and Mr. Bortner cast the negative votes.

BOARD ACTION:

Mr. Bortner made a motion to approve Group Hanover Incorporated to take care of the District's needs in regard to the renovation projects. Seconded by Mrs. Smith and passed on a roll call vote of 5-4. Mr. West, Mr. Zeigler, Mrs. Hersh, and Mr. Kauffman cast the negative votes.

- 2) **New Business:**

- a) **Approval to Bid Middle School Roof** – The Board was requested to approve the advertisement of a bid for the middle school roof as presented at the committee meeting on March 9, 2009. The bid will include: Base Bid for classroom wings and built up roof along with replacement of all sky lights with alternate bids for roof over 1) Library; 2) Kitchen and Auditoria; 3) Gym and Gym Locker Rooms; 4) Alternate: Detached Storage/Garage.

DISCUSSION:

Mr. Smith stated that a timeline has been made up in regard to the Middle School Roof project. The project would begin following the last day of school and completion date will be prior to the beginning of the next school year. Mr. Wentz stated that information was received from the structural engineer that the building will be able to hold the additional weight.

BOARD ACTION:

Dr. O'Connor made a motion to approve to bid the Middle School Roof as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

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K. Old Business

Mr. Zeigler thanked everyone for approving the York County School of Technology budget.

L. Other Business

Dr. O'Connor wondered if the Wellness policy could be looked at again. Mrs. Hersh stated that it was looked at last year and the district would have to give the funding back if it were revised. Ms. McDermitt stated that the policy took a year to finalize the wellness policy. The District was directed by the state as to who must be on the committee. Dr. O'Connor wondered how the District could go about changing the policy. Mr. Smith thought it should be re-evaluated. Ms. McDermitt stated that the state is putting the policy up for review. She stated that it is going to get more strict for the Districts. She also stated that the District also receives money per student lunch and breakfast as a result of our policy.

Mr. Zeigler shared with other Board members some information he received as a result of his attendance at the Spring Legal Roundup.

M. Next meeting date:

The next Committee meeting will be Monday, April 13, 2009, at 6:00 P.M. in the Boardroom
The next Board meeting will be Monday, April 27, 2009, at 6:00 P.M. in the Boardroom.

N. Adjournment

Mr. Bortner made a motion to adjourn the meeting. Seconded by Mrs. Lingg. The meeting was adjourned at 7:53 P.M.