

Hanover Public School District  
School Board Planning Meeting  
Monday, April 12, 2010 - 6:00 PM

MINUTES

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

I. Opening Business

- A. Call to Order -- The meeting was called to order at 6:05 PM.
- B. President's Charge/Moment of Silence
- C. Pledge of Allegiance
- D. Roll Call - Board members present:  
Mr. Bortner, Mr. Edwards, Mr. Engle, Mrs. Funk, Mrs. Lingg, Dr. O'Connor,  
Mr. Smith, Mrs. Smith, Mr. Watson

Also Present - Dr. Moyer, Mr. Musselman, Mrs. Frock, Mr. Hershner, Mr. Lehman, Mr. Wentz, Mrs. Dubbs, Mr. Fry, Mrs. Smith, Mike Vaux, HPESPA; Sara Little, HEA; Heather Faulhefer, Evening Sun

- E. Recognition of Visitors and Public Comment:

Public Comment: Emma Cox, a second grade student at Clearview, and her mother, Jennifer, spoke regarding the MS walk on Sunday, April 18, in Gettysburg. The district will be participating in a casual day on Friday, April 16th, to benefit MS.

II. Matters for Which Board Action was Required

A. Personnel

- 1) Resignations - The Board was requested to approve the following resignations:

Supplemental Employee:

Kevin Zumbrum, intermediate team leader at Hanover Street Elementary, effective January 29, 2010.

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

Cindy Bull, request for intermittent medical leave of absence running concurrently with FMLA effective March 31, 2010, for a period not to exceed remaining FMLA leave.

Rebecca Ruppert, request for medical FMLA leave of absence running concurrently with FMLA effective April 12, 2010, for approximately three to four weeks but not to exceed allowable 12 weeks of FMLA.

- 3) Employment - The Board was requested to approve the following employment items contingent upon receipt of necessary

employment documents:

Classified Employee:

Scott Kessler, transfer from computer technician I to computer technician II, effective April 13, 2010. Rate of compensation will change to Level 5, Step 8 \$18.21 per hour ([enclosure](#)).

Supplemental Employee:

Rebecca Glatfelter, intermediate team leader at Hanover Street Elementary, effective March 1, 2010. Rate of compensation will be \$789.00 prorated for time worked in position ([enclosure](#)).

Substitute Employee:

Joann McGee, extended substitute head custodian at the middle school, effective April 12, 2010, for approximately three to four weeks. Rate of compensation will change to \$12.75 per hour during this time. Ms. McGee will be substituting during the medical leave of Mrs. Ruppert.

BOARD ACTION:

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

- 4) Retirement - The Board was requested to approve the following retirement:

Professional Employee:

Martha Dows, 6th grade teacher, effective June 4, 2010, the end of the 2009-2010 school year. Mrs. Dows will retire with 8.5 years of service with the Hanover Public School District.

- 5) Request to Advertise - The Board is requested to approve to for the position of Traffic/Adult Patrol.

DISCUSSION:

Mrs. Lingg stated that she volunteered in Mrs. Dows' class at Hanover Street. She felt she was a quality teacher. Mrs. Dows was also a previous Hanover school board member before she was a teacher. Dr. Moyer stated that Mrs. Dows was having a terrific year at the Middle School and will be greatly missed.

Dr. Moyer stated that this request to advertise was a result of the Building and Grounds meeting. It was felt that we might be able to work through the traffic committee at the Borough. The Moul and Wilson intersection is a very busy intersection.

BOARD ACTION:

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

- 6) Other Business

B. Finance

- 1) Check Register - The Board was requested to approve the following check register: General Fund, including athletic, middle school and

high school activity accounts totaling \$191,931.56 and Construction totaling \$174,338.51 Total register \$366,270.07 ([enclosure](#)).

BOARD ACTION:

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

C. Building and Grounds

- 1) Asbestos Abatement - The Board was requested to approve JMSI, at a cost of \$2,350, for each of Washington and Hanover Street Elementaries, to conduct the bid process for asbestos abatement. JMSI will return to the board with the bid summary for a bid award of a vendor, at a later date, to conduct the abatement work ([enclosure](#)).

BOARD ACTION:

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

- 2) Act 34 meeting with the public scheduled April 15, 2010. Washington Elementary 6:00 pm., Hanover St. 8:00 pm.
- 3) Building and Grounds report from April 9th meeting regarding Sheppard and Myers, CTA (tennis association) and Middle School traffic pattern.

III. Assistant Superintendent Report

Mr. Musselman reported that he recently attended the local Hispanic group meeting. They will be hosting the Second Hispanic Summit on October 5. They would like the Mariachis and Steel Drum Groups to participate.

The YWCA received a 21st century grant for after school and tutoring in the amount of \$1,000,000. Mrs. Pam Smith reported that the first meeting was a preliminary meeting. The grant is for at risk students in grades 6 through 8. This will be a great program. Donna Lease will be coordinating. There will be about 80 different students who will be receiving assistance. We already have testing in place. Dr. O'Connor wondered about the definition of "at risk" students. Is at risk growing or declining? What results can we look for in the program? Was it worthwhile? Mrs. Smith stated that the criteria would need to be set up first. Mr. Bortner wondered if the state has defined it. Mrs. Smith stated that we measure with PSSA testing and DIBELS. Dr. Moyer felt that with Donna Lease you couldn't find a better person to implement the program. Mrs. Smith stated that it would develop higher level thinking skills.

Mr. Musselman stated that he has been meeting with a cyber school committee to look at programs. They have at least one more vendor to look at next week. He is looking to implement it at the beginning of the 2010-2011 school year.

IV. Proposed April 26 Agenda Items

A. Building and Grounds

- 1) Volunteer day  
Elementary Schools: April 17 (8:00-11:30 AM)  
Middle School: May 8 (8:30-11:30 AM)  
High School: April 24 (8:30 AM - Noon)

## 2) Other Business

Act 34 - The Act 34 meetings for construction projects for Washington and Hanover Street are scheduled for April 15, 2010.

Sheppard and Myers - There was a building and grounds meeting on April 9th. This was the second time to visit the stadium this year with the committee. The visitor bleachers have been taken down. Signs will be made to divide the home and visitor bleachers on the old home side. The old press box will be taken down as soon as they find storage for the items that are in it. People are anxious to see where the field will be either at Sheppard and Myers or the High School complex. The piles currently at the stadium and stones under the bleachers may be used as fill materials if the Middle School/High School area is used for a new track. It was noted that at Hanover Street the officials are currently using showers for football. That shouldn't be an issue in the fall with the construction. Dr. O'Connor wondered how long we would be without a track. Mr. Smith stated that we have a decision to make. Mr. Baumgardner stated that there would be no way to do renovations before September at the stadium. Dr. O'Connor stated that with the current estimates we have for the building projects we may have \$1 million left over. Mr. Baumgardner stated that as soon as we have filed, the state will be sending us the first check for reimbursement related to the debt payments. Dr. O'Connor felt that we won't have a lot of money left over after the other building projects are bid. Mr. Bortner stated that we should decide to go with one location or the other. It would cost \$2 million just to move dirt around at the Middle School/High School location. He would like to make a formal recommendation at the next meeting. Mrs. Lingg stated that she would like to wait until we know what we have after the bids are complete. Mr. Engle stated that approximate figures were given by Mr. Baumgardner. There was a cost of \$2 million at Sheppard and Myers to renovate and \$5 million to move to the Middle School/High School. Mr. Smith stated that the capital reserve is approximately \$3 million. Mrs. Funk wondered if it could be completed in stages. Mr. Bortner felt that it should be brought to the table.

Construction Projects - Mr. Baumgardner would like to meet with Mr. Wentz, Dr. Moyer and Mr. Musselman regularly in reference to Washington and Hanover Street as soon as possible. This would be a way to keep everyone informed. There was a suggestion made that meetings could be scheduled in conjunction with the building and grounds meetings. Dr. Moyer felt that it would be better to do in addition to regularly scheduled meetings due to the length of the building and ground meetings. Mr. Baumgardner felt that the Hanover Street and Washington elementary principals should also be included in the meetings. Dr. Moyer stated that the meetings could be scheduled through Lois Dubbs.

Tennis Association - Mr. Smith stated that the tennis association was asked to furnish financial information. A draft lease was submitted to review by the Board. Mr. Bortner gave his personal statement. He was in favor of the project. He thought it would develop a strong tennis team. There could be scholarship opportunities for students as well as a chance for additional income for the School District. He felt that the lease agreement could be negotiated. He thought it was worth reading the lease agreement. He felt that our facilities could be used to make money. Mrs. Funk stated that she felt they had no financial backing and we were not given a financial report. She stated that she was told they currently only have \$60,000 toward the project. Mr. Engle stated that the key is the lease with the Borough. The lease would be directly between the District and the

tennis association. Mr. Smith stated that we need better financial information. There would be two townships involved and we would need to secure information from both groups. The committee would like a full set of plans and exactly what we could expect. Mr. Bortner stated that one problem is they don't register as a legitimate organization. Mr. Smith stated that this is a draft lease and there would need to be more negotiations.

Middle School Traffic - Dr. Moyer will be contacting the Borough Traffic Committee. There was a suggestion that a person be trained to be used during dismissal. There was a suggestion that we contact Rabbit Transit as well. The new plan will be circulated around to get comments. The plan has the entrance to be Hollywood and exit on Fame Avenue. The Rabbit bus and faculty entrance would be Keagy. The High School would also be able to enter and exit at Wilson. This plan will be implemented at the end of the school year. Mrs. Frock will be creating a job description and advertising for the new position. It was noted that signage would need to be made on how to get into the District. Dr. Moyer stated that he plans to contact the Borough Manager and attend the next traffic committee meeting and take to Borough Council. Mrs. Pam Smith thought that the current plan is working. Mr. Lehman felt that if we funnel all traffic into one entrance it would create a bottleneck. Mr. Smith stated that currently the Rabbit transit bus holds traffic up on Moul Avenue five minutes at dismissal. Mr. Bortner wondered if it could be posted on the website. It was thought that people might think that the plan is currently in place if it is posted. Dr. Moyer stated that the committee would like to pilot this plan at the end of the school year and see how it works. Mrs. Frock stated that there would be one trained traffic guard and one alternate. Mr. Watson stated that the last plan was only given to the Middle School PTO and he felt it should be given to everyone for comments.

#### B. Personnel

- 1) Memorandum of Understanding- The Board is requested to approve the Memorandum of Understanding concerning the August 20, 2010, in-service date ([enclosure](#)) ([options](#)).

##### DISCUSSION:

Mrs. Lingg stated that this is an annual event.

- 2) Employment - The Board is requested to approve the following employees:

##### Substitute Employees:

Stephanie Leskinen, Kevin O'Rourke, Frederick Osterberg, Joshua Roth, and Jennie Sherfey, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

- 3) Approval to Advertise- The Board is requested to approve advertisement for the following summer 2010 positions:

Expeditor (1)  
Mowing Crew (2)  
Summer Cleaning (4)

##### DISCUSSION:

Mrs. Lingg stated this is approval to advertise for summer help. Mr. Grimes has reduced the list even more from previous years. They are

looking to possibly outsource some of the mowing. The expeditor takes care of all of the supplies in the summer that are sent to the District.

4) Other Business

C. Instructional

- 1) Board Policies – The Board is requested to approve the final adoption to ([enclosure](#)):
  - 237 Electronic Devices
- 2) Tentative Textbook Adoption – The Board is requested to approve the tentative adoption of the following textbooks:

Course: Algebra 1  
Text Title: Algebra 1  
Authors: Larson, Boswell, Kanold & Stiff  
Publisher: McDougal Littell  
Copyright: 2008

Course: Geometry  
Text Title: Geometry  
Authors: Larson, Boswell, Kanold & Stiff  
Publisher: McDougal Littell  
Copyright: 2008

Course: Algebra 2  
Text Title: Algebra 2  
Authors: Larson, Boswell, Kanold & Stiff  
Publisher: McDougal Littell  
Copyright: 2008

Course: Calculus  
Text Title: Calculus Graphical, Numerical, Algebraic  
Authors: Finney, Demana, Waits & Kennedy  
Publisher: Prentice Hall  
Copyright: 2010

Course: Precalculus  
Text Title: Precalculus Graphical, Numerical, Algebraic  
Authors: Demana, Waits, Foley, Kennedy  
Publisher: Pearson Education Inc.  
Copyright: 2011

DISCUSSION:

The Instructional Committee will be looking at math textbooks at their meeting on Monday, April 19, at 4:00 PM.

3) Other Business

V. Recess

VI. Planning/Discussion

A. Budget and Finance

- 1) Information Item - 2010-2011 General Fund Budget

DISCUSSION:

Mr. Wentz stated that the proposed budget is currently being prepared.

2) Information Item - 2010-2011 Cafeteria Budget ([enclosure](#))

DISCUSSION:

Dr. O'Connor noted that the past year we transferred \$90,000 from the general fund to feed students. He felt that some students are already being subsidized by the government. With the cost of \$90,000 we could buy three computer labs or hire another teacher. The proposed raise in the prices would only cover the increase in expenses. He felt that we should be charging the students what it really costs. Mrs. Lingg disagreed with Dr. O'Connor. She felt that it is our job to feed the students. She felt that there are students who don't want to sign up for free or reduced lunches but are eligible. Mr. Edwards stated that the difference covers the wages. Mrs. Funk stated that we should look at the amount that we put in retirement. She felt that a dollar or two makes a difference. Mr. Edwards suggested that questions be addressed to Mr. Wentz.

3) Athletic Trainer Contract - Proposals from Hanover Hospital t/a Hanover Hospital Rehab Centers and WellSpan Health on behalf of WellSpan Health Sports Medicine Program (WellSpan Orthopedics-WellSpan Rehabilitation) ([enclosure](#))

DISCUSSION:

Mr. Wagner stated that there are very distinct differences between Hanover Hospital and Wellspan. Through Wellspan the trainer as well as a neurologist would be able to analyze. The yearly physicals are at a cost of \$15 per student. With Hanover Hospital currently there is a \$400 fee to be part of the physicals with other school districts as well as \$10 per student. This would be all under one umbrella. The current proposal for Hanover Hospital is 28 hours per week with the trainer. Wellspan is offering an average of 35 hours per week. The main concern is that Hanover Hospital is in a lot of turmoil right now. Currently we do not have a trainer for the camps over the summer. The trainer from Hanover Hospital would probably be right out of college with little knowledge of the paperwork that is involved. Mr. Wagner stated that the trainer coming out of college would have knowledge but the paperwork is the main thing. Mr. Wagner stated that Hanover Hospital would like to know soon so they can plan accordingly. Mr. Engle wondered if the trainer would be hired for us. Mr. Wagner stated that he didn't know. It may not be the same person every year. Mr. Watson wondered if students could possibly pay for their physicals. Mr. Wagner stated that currently if they miss the physical, they have to find someone they can go to. Mr. Wagner stated that he is leaning to Wellspan due to the better services. It was stated that additional Wellspan services are only in Gettysburg and York. Mr. Wagner stated that in an emergency Hanover Hospital could be used.

4) York County School of Technology Roof Resolutions - York County School of Technology Resolution 2010 Roof Replacement Borrowing and Individual Board Member Ballot ([enclosure1](#)) ([enclosure2](#))

DISCUSSION:

Mr. Wentz stated that he was asked to come up for vote. He stated that the estimate would affect us beginning in the 2011-2012 school year and would be for five years. It would cost \$28,500 per year. They need

two-thirds of the School Districts to approve. Mr. Edwards stated that the Districts could force them to take the low bid. Dr. O'Connor stated that in the original building project the roof was cut out at the time.

- 5) Bid Approval - Joint Purchasing LIU #12-Athletic/Health Supplies  
Bid Approval ([enclosure](#))

Henry Schein	\$	72.06
Patterson Medical Supply	\$	86.21
Sportsman	\$	12.90
United Health Supplies		\$1,229.26

Total		\$1,400.43
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- 6) Student Activity Account Approval - Middle School is requesting a Middle School math club

DISCUSSION:

It was stated that this is a self-sufficient club. No money would be required from the District.

- 7) Other April 26 Agenda Items

- a) March Monthly Reports
- b) Check Register

VII. Public Comment

Sara Little stated that in regard to lunches she felt that students can pay the higher rate for lunches. They almost all have cell phones and food is thrown away because it is so cheap.

VIII. Adjournment

Mr. Bortner made a motion to adjourn the meeting. The meeting was adjourned at 7:50 PM.

The next Board meeting will be Monday, April 26, at 6:00 PM in the Boardroom.