

Hanover Public School District  
School Board Planning Meeting  
Monday, January 10, 2011 - 6:00 PM

MINUTES

I. Opening Business

- A. Call to Order -- The meeting was called to order at 6:00 PM.
- B. President's Charge/Moment of Silence
- C. Pledge of Allegiance
- D. Roll Call - Board members:  
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, Mr. Fry, Mrs. Dubbs, Mrs. Smith, Mrs. Frock, Mr. Grimes, Mr. Czap, Ms. McDermitt, Mr. Wentz, Janice Swartz, Mike Vaux, HPESPA; Heather Faulhefer, Evening Sun; Cindy and Bruce Jendras.

II. Recognition of Visitors and Public Comment:

Sara Enoff, High School cafeteria employee, spoke on behalf of the Board's action to start looking at outsourcing food services. She is a breast cancer survivor and feels strongly that preservatives are a big problem in the diets. She felt that outsourcing would not be healthy for the students since they would not stick to our wellness policy. She was a big advocate for cutting out childhood obesity.

Public Comment:

- Spotlight Report: Generation C - Janice Swartz/Jay Czap  
Janice Swartz and Jay Czap presented information regarding Generation C that took place at Clearview for third grade students. It was formed by Hanover Hospital along with the YMCA. It took place from 3:15 to 4:15. Children really enjoyed the program. There was a total of 17 students enrolled in the program. Statistics showed that 36% of the students had fewer absences and higher grades than in years past. Mr. Allison, the physical education teacher, thought that it was a really good program. Students learn to eat healthier. It was noted that 53% of the students who participated were found to be overweight or obese. It was a twelve-week program. The program was highlighted in the York Daily Record. There will be a parent night on January 24<sup>th</sup>. Dr. O'Connor wondered if this could be put into the health classes. Mr. Czap stated that health runs from 30-40 minutes and this program is an hour. Dr. Moyer thanked Janice Swartz for

helping with this opportunity. He felt that we need the parental component and stated that we appreciate all the partnerships with Hanover Hospital.

### III. Matters for Which Board Action is Required

#### A. Personnel

- 1) Retirements - The Board was requested to approve the following retirements:

Classified Employees:

Roger Greer, maintenance craftsman, effective March 29, 2011. Mr. Greer's last actual workday will be March 11, 2011, and then will be using paid time through March 29, 2011. Mr. Greer is retiring with 30 years of service to the district.

Sue Wildasin, adult patrol and cafeteria worker, effective January 2, 2011. Mrs. Wildasin is retiring with 17.5 years of service with the district.

- 2) Resignations - The Board is requested to approve the following resignations:

Classified Employee:

Jane McMahon-Gilly, healthroom assistant, effective January 21, 2011,

Supplemental Employees:

Norma Ruth, adult patrol, effective December 20, 2010, for personal reasons.

Michael Bauer, Head Junior Varsity Baseball Coach, effective immediately.

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

Supplemental Employees:

Christopher Dalton, student custodian at the Middle School, effective date to be determined. Rate of compensation will be \$7.25 per hour ([enclosure](#)).

Kimberly Goldbeck, lunchroom/playground supervisor, effective January 11, 2011. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

Tyler Smith, Head Junior Varsity Girls Soccer Coach, effective for the 2010-2011 school year. Rate of compensation will be \$2231.00. ([enclosure](#)).

Substitute Employees:

Stephanie Little, extended substitute language arts teacher, effective approximately March 14, 2011, to April 21, 2011. Rate of compensation will be \$223.36 per day. Mrs. Little will be substituting during the FMLA leave of Mrs. Sarah Cobb.

Jason Naylor, long term half-day substitute social studies teacher, effective January 18, 2011. Rate of compensation will be Instructional I step I, prorated for half-day and time worked during the remainder of the 2010-2011 school year ([enclosure](#)).

**BOARD ACTION:**

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

- 4) Request for Approval to Advertise- The Board was requested to approve the following request to advertise:

Adult Patrol - Hanover Street - Walking Line  
Adult Patrol - Middle School - Standing Guard  
Maintenance Craftsman I  
Healthroom Assistant

**DISCUSSION:**

Dr. O'Connor wondered if maintenance position descriptions should be redesigned and requires certain descriptions for different positions. Mrs. Lingg stated that she has discussed this with Mr. Grimes. She stated that he would hire a person that is able to do what he requires. Mr. Smith stated that he wants someone who can do many things. He felt that this position should be moved to a Maintenance II position since they have more skills. Mr. Grimes stated that we need a well-rounded person who is willing to learn other things. Mr. Grimes stated that it is a good benefit package and with a higher-level position the person can do anything. Mrs. Frock stated that a Maintenance Level I can perform basic repairs; Maintenance Level II can also do HVAC and plumbing.

**BOARD ACTION:**

Mr. Engle made a motion to approve the requests to advertise as presented. Seconded by Mr. Watson. Mr. Engle modified the motion to

advertise for Maintenance Craftsman II instead of I. Seconded by Mr. Watson and passed on a roll call vote of 9-0.

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

Tara Bahn, health and physical education teacher, FMLA leave effective approximately March 28, 2011, through the end of the 2010-2011 school year. Mrs. Bahn will be using paid leave prior to beginning uncompensated leave.

Jamie Mulhollen, Title 1 Reading Specialist, FMLA leave effective approximately March 28, 2011, to approximately May 6, 2011. Mrs. Mulhollen will be using paid leave prior to beginning uncompensated leave.

**BOARD ACTION:**

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

- 5) Conference/Workshop - The Board was requested to approve the following request for a conference/workshop:

Sara Little                      Second Mile Leadership Institute  
State College, PA  
April 18-20, 2011  
Cost - Substitute for three days ([enclosure](#))

**BOARD ACTION:**

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

**B. Budget and 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 \$841,180.33, Construction totaling \$502,126.35, Capital Reserve totaling \$1,086.25 and Cafeteria totaling \$13,609.09. Grand total \$1,358,002.02. ([enclosures](#))

**BOARD ACTION:**

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

- 2) Check Register - The Board was requested to approve the following check register: General Fund including athletic, middle school and high school activity accounts totaling \$774,461.54, Construction totaling \$826.83, and Cafeteria totaling \$4,722.80. Grand total \$780,011.17.  
[\(10\)](#) [\(12\)](#) [\(29\)](#) [\(33\)](#) [\(50\)](#) [\(80\)](#) [\(81\)](#)

DISCUSSION:

Dr. O'Connor wondered about the cost of \$1200 for printer cartridges from Staples. Mr. Fry stated that they received good prices from Staples. Dr. O'Connor noted the cost of SWEBS auction supplies. He felt that SWEBS was getting very expensive. He felt at the Middle School level the students' behavior should not be dependent on prizes. Mr. Smith felt this was an issue that should be sent to budget and finance committee. Mr. Engle stated that we need to pay this right now and the issue could be discussed later. Dr. O'Connor also wondered about money spent for book fair. Mrs. Smith stated that this was Scholastic's portion.

BOARD ACTION:

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

- 3) Student Activity Account - High School  
Gymnastics Club - The Board was requested to approve a student activity account for the High School Gymnastics Club.

DISCUSSION:

Dr. O'Connor wondered how this new club would impact other fundraising groups. Mr. Samuelsen felt that this was set apart from the rest of the groups and it would depend on how big they got. Mr. Bortner noted that each sport should be handling their own account. Dr. O'Connor wondered about the possibility of paying to play. He felt that there were parents who want it to become a sport. Dr. O'Connor stated that he is not against gymnastics but he wondered how it impacted long-term and fundraising. Mr. Samuelsen thought that we should talk about in policy.

BOARD ACTION:

Mrs. Lingg made a motion to approve the student activity account as presented. Seconded by Mr. Bortner and passed on a roll call vote of 8-1. Dr. O'Connor cast the negative vote.

- 4) The Board was requested to authorize the Administration to investigate the possibility of engaging a contractor to provide food services for the

District, including but not limited to the preparation of a Request for Proposal (RFP) for approval by PDE, and the issuance of such an RFP to determine if cost savings could be realized through such a contract.

**DISCUSSION:**

Mr. Smith noted that we are just getting pricing. Dr O'Connor felt there was no reason not to look into it. We would not be looking for lesser quality food since personnel is the higher cost.

**BOARD ACTION:**

Mr. Engle made a motion to approve the authorization to investigate the possibility of engaging a contract to provide food services for the District as presented. Seconded by Mr. Bortner and passed on a roll call vote of 7-2. Mr. Edwards and Mrs. Smith cast the negative votes.

- 5) The Board was requested to approve a representative and alternate to the York County Tax Collection Committee.

**BOARD ACTION:**

Dr. O'Connor nominated Mr. Edwards. Seconded by Mr. Bortner and passed on a vote of 9-0.

IV. Assistant Superintendent Report:

Mr. Musselman stated that January is School Board appreciation month and felt that being a Board member is a thankless job. He thanked them for their service. The Administration is currently looking at curriculum for Language Arts. Mrs. Pam Smith has volunteered to spearhead this. He stated that new curriculum is not cheap.

He felt that the Eye Opener Breakfast in December, which was hosted by the High School was fantastic. He was told that this was the best meeting of the year.

V. Planning/Discussion (items for January 24, 2011)

A. Building and Grounds

- 1) Washington Construction Update – Larry Wise gave an update from December 7 through January 10. The first blocks were laid and the wall is up. They grouted the administration addition. The door frames were set up, electrical conduit and gym addition. They have started demolishing two rooms and laid block for the shed.
- 2) Hanover Street Construction Update – Adam Test gave an update from December 7 through January 10. They have set the light pole bases, the

under slab plumbing was installed, stones for slabs, vapor barrier on new addition, worked on the elevator pit since water was coming in the opening. They installed a waterproof membrane. They also dropped all the ceilings. They installed a new ramp off of Hanover Street and set up a temporary entrance.

Mr. Smith wondered if this was valuable to the Board to pay the project observers to come to the meetings. The Board felt that the information was valuable but they can check the progress on moodle and it was not absolutely necessary. Mr. Watson wondered if he could go a see the projects. Dr. Moyer and Mr. Musselman offered to take him out to see the construction. Mr. Baumgardner stated that Larry Wise caught sewer line damage that was corrected.

Mr. Smith stated that the change order committee has approved some change orders. Extra trees were removed in the amount of \$7650. They tried to save them but it was found necessary to remove them. They added casework for mailboxes – 15 at Hanover Street and 13 at Washington. The cost at Washington was \$5009; the cost at Hanover Street was \$5648. They found that the kitchen equipment contained no cook top or burner which they thought was necessary. The cost will be \$5755 per school. A flower box at Hanover Street was removed and concrete was added to the entrance for a cost of \$3300. There will be a cost of \$20,000 for unsuitable soils at Washington. The elevator pit membrane at Hanover Street cost \$2172. They have realigned the committee to include Dr. Moyer, Mr. Musselman and Mr. Smith to make things move along faster. Dr. O'Connor wondered what we have allotted for change orders. Mr. Baumgardner stated that we have allowed \$500,000 per school.

- 3) Informational Items (Sheppard and Myers update) – Mr. Baumgardner stated the he has final preliminary drawings. They have included a track, revised layout, two ticket booths, storage locations, javelin, shot put, high jump and long jump pits. They deleted the paved javelin runway and permanent cases around the short put and discus area. They will be meeting Thursday to discuss structure and electrical with engineers. Mr. Baumgardner felt that we could get out for bids within 60 days. Mr. Bortner stated that the community is interested in making this work and felt that we will get many pledges.
- 4) Building and Grounds Meeting Summary - January 7, 2011 ([enclosure](#)) – Mr. Smith stated that the committee met at Hanover Street to look at furnishings. They are looking at ways to refinish the desks. Mr. Smith felt that old desks are stronger than the new desks would be. The plan is for

Lobar to take over the buildings on June 3.

- 5) Other Business

B. Personnel

- 1) Tenure- The Board is requested to award tenure to the following temporary professional employee:

Melinda Clark- Middle School Language Arts Teacher

C. Instruction

- 1) Board Policies - The Board is requested final approval for the following policies:

- [218.1 Student Rights and Responsibilities](#)
- [219 Student Complaint Process](#)

- 2) Board Policies - The Board is requested tentative approval for the following policies:

- [111 Lesson Plans](#)
- [105 Curriculum](#)

DISCUSSION:

Mr. Smith wondered if there would be regulations to go along with 111 and 105. After the policies are approved the Administration can work on the regulations. Mr. Bortner wondered about the policy regarding Naming Rights.

- 3) Board Policies - The Board is requested tentative approval for the deletion of the following policies:

- [106 Course Guides](#)
- [107 Adoption of Courses of Study](#)
- [108 Adoption of Textbooks](#)
- [109 Resource Materials](#)
- [110 Instructional Supplies](#)

- 4) High School Program of Studies - The Board is requested to approve the High School Program of Studies: ([Memo](#)) ([Program of Studies](#))

DISCUSSION:

Dr. O'Connor stated that the Education Programs Committee would be working on this on Monday at 4:00. They will look at different curriculum.



- 5) Other Business

D. Budget and Finance

- 1) Check Register
- 2) Monthly Reports November and December
- 3) Donations
  - a) Trombone
  - b) French Horn
  - c) Clarinet (2)
  - d) Flute
  - e) Monetary
  - f) Trumpet (antique)

DISCUSSION:

Dr. Moyer stated that the donations were a result of the advertisement in the school newsletter.

- 4) Lincoln Intermediate Unit #12 General Operating Budget
- 5) RBC Ken Phillips Update on Fixed Rate Bonds (conversion from Variable Rate)

DISCUSSION:

Mr. Wentz stated that Ken Phillips would be giving an update on fixed rate bonds since he is currently trying to time the market.

- 6) 2011-2012 Budget
  - a) Budget Resolution 2011-2012 ([enclosure](#))

DISCUSSION:

Mr. Wentz stated that the Board needs to do this before January 27<sup>th</sup> if they plan not to go above the index. Dr. O'Connor stated that this does not imply that the Board is going to go with the index but it will not go above the index.

BOARD ACTION:

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

VI. Public Comment

VII. Adjournment

The meeting was adjourned at 7:50 PM.

The next Board meeting will be Monday, January 24, at 6:00 PM in the Boardroom.