

BOARD OF DIRECTORS MEETING AGENDA

Monday, August 22, 2011

6:00 P.M.

A. Opening Business

- Call to Order – The meeting was called to order at 6:03 PM.
- President's Charge/Moment of Silence
- Pledge of Allegiance

Roll Call

- Board Members present: Mr. Bortner, Mr. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mr. Watson

- Also Present: Dr. Moyer, Mr. Wentz, Mrs. Dubbs, Mr. Hain, Mrs. Frock, Mr. Grimes, Mr. Samuelsen, Mr. Hershner, Mrs. Gunnet, Mrs. Brown, Mike Vaux, HPESAP; Cindy Jendras, Heather Faulhefer, Evening Sun; Vickie Kozdron, Scott Roland, Bruce Jendras

B. Recognition of Visitors and Public Comments - None

C. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of July 25, and August 8, 2011.

- Minutes 07-25-11 ([enclosure](#))
- Minutes 08-08-11 ([enclosure](#))

BOARD ACTION:

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

D. Committee Reports

York School of Technology – Watson, Chair; Edwards (Alternate) – Mr. Watson stated that the minutes from the last meeting were sent out to the Board members.

Recreation – Lingg, Representative; A. Smith (Alternate) – No Report

PN Advisory – Funk, Representative – No Report

Meet & Discuss Professional, Classified & Administrative – Lingg, Chair; Bortner, Funk – There will be a meeting for the Professional Staff on September 12 following the board meeting.

Joint Wage Tax – Edwards, Representative; O'Connor (Alternate) – No Report

Lincoln Intermediate Unit Insurance Trust – Wentz, Representative; Elaine Kennedy – No Report

Legislative Liaison with Pennsylvania School Board Association – O'Connor, Representative; Engle (Alternate) Dr. O'Connor reported that both houses are currently in recess. The first order of business following the recess will be school vouchers. There are laws coming where money will follow the child, which will also

include parochial schools. PSBA is concerned about where districts will find that money.

Key Communicator's Network – All – The next meeting will be in October.

Policy Committee – Lingg, Chair; Funk, O'Connor, Engle, Watson (Alternate) – Mrs. Lingg noted that there are policies up for tentative approval at this meeting.

Educational Instruction Committee - O'Connor, Chair; Funk, Watson – A meeting was held last week discussing PSSA results. The large discussion was tracking accountability. The Holocaust book was also discussed. The Board had voted to delete policy 105 and will instead approve curriculum. Curriculum is approved by the Board and available online. Mrs. Lingg wondered if the curriculum was approved for the class. Dr. O'Connor stated that needs to be approved yet. It was noted that policies 105, 108, and 127 need regulations. There should be a check if curriculum has been approved before buying a book. Also KUD's and learning maps are required. Dr. O'Connor stated that the Superintendent has power to pilot curriculum, then administration will come to education committee, committee approve and then Board. Mrs. Smith stated that they are working on the curriculum now.

Sheppard and Myers Promotional - Bortner, Engle, Lingg – Mr. Bortner stated that over \$130,000 has been raised in donations. They are looking at other ways to receive donations. The Homecoming football game will be October 21 and Delone game will be November 4 along with the dedication. They are looking at a policy on how to handle signage for stadium and gyms. Mr. Smith presented checks in the amount of \$1,010.80 for dumpster and \$1,220.00 for metal recycling.

E. Superintendent's Report

- Special Education Plan ([enclosure](#)) – The plan was approved and Dr. Moyer commended Lois Gunnet on her hard work.
- Pa. Department of Agriculture Single Audit Report ([enclosure](#))
- Washington/Hanover St. Elem. (TEAMWORK)
(Lobar/B & G Com./Jim B./Utz/Maintenance-Custodial/Teachers/others...) – The schools will start tomorrow. They are very close to being finished. The Sheppard and Myers stadium is on schedule. They will be taking people through this Saturday at Hanover Street and Washington.
- August 26th/Opening In-Service - (All invited)
- HHS Senior Exit Survey – They are looking at areas to improve. This will be sent through electronically.
- Special District Recognition ([enclosure](#))
- Board/Leadership Team Retreat (Sat.- Oct. 15), (Jim Collins - "Good to Great-Social Sectors) – This will be held on October 15 with breakfast at 8 AM. They will come up with metrics and address the question "Are we being successful?".

F. Director of Secondary Education Report - Dr. Smith

- L.A. Materials – The materials have come in and are ready to go. They received 21 skids and will be ready by Wednesday.
- Professional Development (8/29)
- Back to School Nights – The Middle School will be having their Back to School night for fifth grade parents and students on Monday, August 22, from 6-8 PM. Grades 6 through 8 will be September 1 from 6:30-8:30 PM.

- LINK Crew – This will be held on August 29 for 9th grade students. The activities fair will be at 2:30 PM.

G. Standing motions regarding Building and Grounds

1) Construction Report - Jim Baumgardner

Mr. Baumgardner stated that the elevator at Hanover Street will be working tomorrow. At Washington there are some electrical issues. They still have to do ceiling tile installation and clean-up work. At Hanover Street they are further behind. They will be doing site work on Saturdays. There is still interior work to be done but are planning to be completed soon. He asked that the Board approve a second change order report for roofing demolition in the amount of \$23,048. This would allow us to get a non prorated performance agreement on the roof. At the time we didn't know there were two roofs on the structure. The total change orders for Hanover Street would be \$194,074. He felt that we are doing very well on the projections of these projects. There are two more change orders coming, which would be less than \$10,000. He stated that the total for Hanover Street is going to be less than \$200,000 on \$5 million dollars of work. Washington would be about \$125,000. There will be additional money that was allocated for the projects that we did not spend in the amount of approximately \$1,000,000 to transfer to Sheppard and Myers. The cost for furnishings was far less that allocated. Mr. Baumgardner stated that he will hand carry PlanCon I to Harrisburg. Mr. Wentz stated that PlanCon H has been not approved as of yet. Mr. Baumgardner stated that the reimbursement money won't be sent until it is approved. Mr. Wentz stated that Dallastown has been waiting one and a half years for their past reimbursement.

BOARD ACTION:

Dr. O'Connor made a motion to approve the submission of PlanCon I for Hanover Street as a result of Change Order 18. Mrs. Lingg seconded the motion and passed on a roll call vote of 9-0.

2) Change Order - The Board was requested to approve the change order for Sheppard and Myers in the amount of \$59,924.46 ([enclosure](#)).

DISCUSSION:

The National Guard was unable to complete the work and this is a list of items to complete.

BOARD ACTION:

Mr. Kelly made a motion to approve the change order as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-1. Mrs. Funk cast the negative vote.

3) Change Order - The Board was requested to approve the change order for Sheppard and Myers in the amount of \$24,945 ([enclosure](#)).

DISCUSSION:

The scoreboard was not in the contract. The foundation needs installed which is a three foot diameter and will be performed by the same contractor. There is a \$5,000 mobilization fee. Dr. O'Connor wondered

why this was not included. Mrs. Lingg stated that we went directly to scoreboard provider and we saved money by buying direct. This does not include assembly. So far Sheppard and Myers is on schedule. The track was paved this week and the turf will be put down soon. They will paint the stadium, install new guard railings, and windows in press box. There will be credit coming from the cost of the fence.

BOARD ACTION:

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

- 4) INFORMATIONAL ITEM - Presentation by Mrs. Frock regarding school intersections and school safety as a result of collaborations with borough officials Chief Whitson and Barb Krebs. ([enclosure](#))

Mrs. Frock and Dr. Moyer met with the Borough and Chief Whitson twice to discuss school safety strategies. The Borough is painting diagonal lines or fat lines where the students will be walking which is similar to what was done in front of Utz. They will repaint other regular cross walks. Between certain times cars will not be able to make left-hand turns off of the Hollywood/Moul intersection. School zone signs and orange cones have been added. The police will do more in depth training at the adult patrol meeting this year. Police will provide bike patrols the first couple of days to direct students to cross at appropriate spots. Assemblies will be held at schools to make sure students are aware of changes. Flashing lights will be adjusted. The information will be available on our website and newspaper. Borough currently reimburses our district for half of the adult patrol salaries. They will light the yellow triangle signs, redo signage, and street painting. The police suggested a police resource officer, which would be employed by the police but we would share the cost of his/her salary. Mrs. Frock will speak with HR managers at local businesses to see their business schedules. Mr. Smith suggested that we also review the signs at Hanover Street. Mrs. Lingg wondered if we could get a nicer sign on Broadway for Hanover High School. She stated that adult patrols have a tough job. Some of the walking lines at Hanover Street have 30 kids in them.

H. Standing motions regarding Personnel

- 1) Employment - The Board was requested to approve the following employment items:

Supplemental Employees:

Kevin Krupinski, Behind the Wheel Driving, effective August 26, 2011, to the beginning of the 2012-2013 school year.

School Security Police, effective for the 2011-2012 school year. Rate of compensation will be \$10.00 per hour ([enclosure](#)).

Gameworkers, effective for the 2011-2012 school year. Rate of compensation will be as listed on the SA 107a, Athletic Event Report for Payment. ([enclosure](#)).

Substitute Employees:

Substitute Teachers, day-to-day substitute teachers, effective for the 2011-2012 school year. Rate of compensation will be \$95.00 per day ([enclosure](#)).

Substitute Classified Employees, day-to-day substitute classified employees, effective for the 2011-2012 school year as listed on the attached listing. Rate of compensation will be as listed on the Supplemental/Substitute Rate Schedule for each position ([enclosure](#)).

Peter Reck, long term elementary substitute teacher, at Hanover Street Elementary, effective August 26, 2011, to approximately December 22, 2011. Rate of compensation will be Instructional I Step I prorated for time worked.

BOARD ACTION:

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

2) New Business

- a) Resignations - The Board was requested to approve the following resignation items:

Supplemental Employees:

Jason Weigle, Junior Class Advisor, Weight Training and Head Varsity Boys' Track Coach, effective immediately.

Tiffany Garman, Head Middle School Field Hockey Coach, effective immediately.

Substitute Employees:

Substitute Teachers - removal of name from the substitute teacher listing, effective August 22, 2011 ([enclosure](#)).

Substitute Classified Employees - removal of name from the substitute classified listing, effective August 22, 2011 ([enclosure](#)).

Classified Employees:

Julia Feeser, full-time second shift custodian, effective August 11, 2011.

Michelle Williams, lunchroom playground supervisor due to transfer to part-time cafeteria position, effective immediately.

- b) Job Description- The Board was requested to approve revisions to the following job descriptions:

Secretary to the Business Manager/Accounting Clerk ([enclosure](#))

Secretary to the Supervisor of Special Education ([enclosure](#))

- c) Employment - The Board was requested to approve the following

employment items:

Supplemental Employees:

Team Leaders, effective for the 2011-2012 school year. Rate of compensation will be \$800.00 each ([enclosure](#)).

Rebecca Conover and Lisa Fry, shared Middle School Yearbook Advisors, effective for the 2011-2012 school year. Rate of compensation will be \$689.00 and \$714.00 respectively (returning).

Lisa Haines, transfer from Assistant Middle School Field Hockey Coach to Head Middle School Field Hockey Coach, effective for the 2011-2012 school year. Rate of compensation will be \$2231.00.

Lauren Haggarty, Assistant Middle School Field Hockey Coach, effective for the 2011-2012 school year. Rate of compensation will be \$1449.00 ([enclosure](#)).

Nathaniel Murren, weight room supervisor, effective for the 2011-2012 school year. Rate of compensation will be \$1449.00.

Substitute Employee:

Sue Thomas, extended substitute school nurse, effective August 26, 2011, to approximately September 19, 2011. Rate of compensation will be \$228.66 per day.

Classified Employees:

Michelle Williams, part-time 3.5 hour cafeteria employee, effective August 26, 2011. Rate of compensation will be \$9.87 hour ([enclosure](#)).

Kathy Sterner, part-time 3.5 hour cafeteria employee, effective August 26, 2011. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

Janet Custer, transfer from 3.5 hour position to 4.5 hours position, effective August 26, 2011. Rate of compensation will remain the same.

Robert Reck, Head Custodian at the Middle School, effective date to be determined upon release from current employer. Rate of compensation will be \$15.07 per hour ([enclosure](#)).

Karen Keefer, part-time custodian, effective date to be determined. Rate of compensation will be \$10.08 per hour ([enclosure](#)).

MaryAnne Topper, change in work hours from four hours per day to five hours per day, effective August 29, 2011.

Professional Employees:

Whitney Bausman, Middle School Nurse, effective September 26, 2011. Rate of compensation will be Instructional I Step 1 prorated for

the remainder of the 2011-2012 school year ([enclosure](#)).

James Blake, recall from furlough to middle school elementary teaching position, effective August 26, 2011. Rate of compensation will be Instructional II, Step 8.

Volunteer Employee:

Matt Mowrey, volunteer cross country coach, effective for the 2011-2012 school year. Approval is requested so Mr. Mowrey can be listed as the official Hanover School District cross country coach.

- d) Approval to Advertise - The Board was requested to approve the request to advertise the following position(s):

Custodian, full-time Shift (tbd)
Lunchroom/Playground

BOARD ACTION:

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

I. Standing Motions regarding Policy

- 1) Policy - The Board was requested to tentatively approve the following Policy:

- Policy 217 Senior High School Curriculum and Graduation Requirements ([enclosure](#)).

BOARD ACTION:

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

- 2) New Business:

- a) Policies - The Board was requested to tentatively approve the following Policies:

- 601 Fiscal Objectives ([enclosure](#))

BOARD ACTION:

Mrs. Lingg made a motion to tentatively approve policy 601 as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

- 619 District Audit ([enclosure](#))

BOARD ACTION:

Mr. Watson made a motion to tentatively approve policy 619 as presented. Seconded by Mrs. Funk and passed on a roll call vote of 9-0.

- 620 Fund Balance ([enclosure](#))

BOARD ACTION:

Mrs. Lingg made a motion to tentatively approve policy 620 as presented. Seconded by Mr. Bortner.

DISCUSSION:

Dr. O'Connor wondered if we could substitute better wording that was from the auditor's report. He felt that it was more detailed and could explain better.

BOARD ACTION:

Dr. O'Connor made a motion to table policy 620 and send it back to policy committee. Seconded by Mr. Bortner and tabled on a roll call vote of 9-0.

- 907 School Visitors ([enclosure](#))

DISCUSSION:

Dr. O'Connor stated that he felt these had a glaring omission. He felt that we shouldn't restrict someone because they came without an appointment. The policy asked that we schedule visits one day in advance. He stated that visitors don't always plan ahead and make an appointment. Mr. Engle stated that this is "should" rather than "must". We would like to know if someone is prohibited from visiting. Mr. Smith felt that it was a courtesy to make an appointment. Dr. O'Connor felt that it was exclusive rather than inclusive. He felt that an amendment should be made where principals could refuse someone if they are intoxicated or violent. Mr. Smith felt that regulations cover that. Some classes have 32 students in them and the teachers would like to know in advance.

BOARD ACTION:

Dr. O'Connor made a motion to send the policy back to the policy committee. There was no motion to second the motion.

BOARD ACTION:

Mrs. Lingg made a motion to tentatively approve policy 907 as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-1. Dr. O'Connor cast the negative vote.

J. Standing Motions regarding Educational Programs/Curriculum

1) Student Achievement - Secondary Presentation

Dr. Smith, Mr. Hain and Mr. Samuelsen presented information on the secondary student achievement. They were in warning last year for math and this year for reading. Plans were submitted to the state. It shows that there was growth in math this year. Dr. O'Connor noted that the 50% in reading is a low number. One target is Learning Support classes. There is other data to address. Some of the other weaknesses can be shown in a diagnostic test. There was dramatic growth in ELL. They have set up an

action plan, which is Response to Intervention. They will continue with CBA's, progress monitoring, and AIMSWEB.

K. Standing Motions regarding Finance

- 1) Practical Nursing Tuition - The Board was requested to approve a tuition increase of \$450 from \$8,150 (PA) to \$8,600 (PA) and from \$10,490 (out of state) to \$10,940 (out of state).

DISCUSSION:

Mr. Kelly suggested that the tuition increase be changed from \$450 to \$175 and out of state from \$450 to \$225. Mrs. Brown stated that they only can get \$9500 funds. She stated that they don't go to conferences and have little supplies. Mr. Kelly felt that a five percent increase is strong in our economy. Mr. Wentz stated that the nursing program turns money back in and we charge for the utilities. Mrs. Brown stated that the less cost the better for the students. Mr. Wentz stated that the extra money goes to the general fund balance. Dr. O'Connor felt that the mission of our district is K-12 and this is a service to the community. Mr. Kelly stated that it seems high right now.

BOARD ACTION:

Mr. Kelly made a motion to increase the tuition for in state from \$450 to \$175 and out of state from \$450 to \$225. Seconded by Dr. O'Connor and failed on a roll call vote of 1-8. Mr. Edwards, Mr. Engle, Mrs. Funk, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mr. Watson, and Mr. Bortner cast the negative votes.

BOARD ACTION:

Mrs. Lingg made a motion to approve the Practical Nursing Tuition as Originally presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-1. Mr. Kelly cast the negative vote.

- 2) Drivers Education Fee - The Board was requested to approve the Driver's Education Behind the Wheel fee of \$50.

BOARD ACTION:

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

- 3) Monthly Reports -The Board was requested to approve the following reports for the month of July (enclosures).

[Investment Report](#)
[Board Summary Report](#)
[Student Activities Report MS](#)
[Student Activities Report HS](#)
[Construction Spending](#)

BOARD ACTION:

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

- 4) Check Registers - The Board was requested to approve the following check register: General Fund including athletic, middle school and high school activity accounts totaling \$1,120,128.55, Construction totaling \$1,712,068.10, Capital Reserve totaling \$14,557.14 and Cafeteria totaling \$6,259.14. Grand total \$2,853,012.93 (enclosures).
([Cafeteria](#)) ([Capital Reserve](#)) ([Construction](#)) ([General Fund](#))

BOARD ACTION:

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

- 5) Utz Agreement - The Board was requested to approve the Exclusive Food Provider Agreement with Utz ([enclosure](#)).

BOARD ACTION:

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

- 6) Donation - The Board was requested to approve a donation from Sharon and Tony Lawrence of a September 16, 1949, Dedication Game Program of the Sheppard and Myers Athletic Field.

BOARD ACTION:

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

L. Other Business

M. Public Comment – Mr. Smith announced that there was an executive session prior to the meeting as well as an executive session following the meeting.

N. Next meeting date:

The next Planning Meeting will be held on September 12, 2011

The next Board Meeting will be held on September 26, 2011

O. Adjournment

Mrs. Funk made a motion to adjourn the meeting. The meeting was adjourned at 8:27 PM.