

BOARD OF DIRECTORS MEETING MINUTES  
Administration Building  
403 Moul Avenue, Hanover, PA

Monday, February 22, 2016  
6:00 P.M.

A. Opening Business

- Call to Order - The meeting was called to order at 6:00 PM
- Pledge of Allegiance
- Roll Call
  - Board Members present: Mrs. Daubert, Mr. Engle, Mr. Frederick, Mr. Henry, Mr. Keller, Mrs. Lingg, Mr. Reck, Mr. Roland, Mrs. Shea
  - Student Board Members: Madeline Hammond, Maria Balafoutas
  - Also Present: Troy Wentz, Dr. John Scola, Marc Abels, Kurt Brenner, Darlene Klenk, Amanda Wallick, Nicole Brown, Diane Wagaman, Patricia Millison, Rina Houck, Tessa Hilyard, Mark Hershner, Jay Czap, Pam Smith, Tom Krout, Lois Gunnet, BJ Frock, Tim Kress, Eric Hartman, Dave Fry

B. Recognition of Visitors

C. Public Comments - None

D. Superintendent's Report

- Student Board Members - Mrs. Houck introduced the student board members in attendance. The board members reported on the following: National Arts Honor Society purchased coloring books and has had two paint nights for kids; National Honor Society collected over seventy coats to be donated to the Hanover Council of Churches shelter and runs the school store and has scheduled an Easter egg hunt at the elementaries and a canned food drive; Student Council had a Blood Drive where sixty students participated, Hanover Idol was held and contributed over \$1,000 to Kids Come First at the YMCA, Mini Thon is being readied and this year 7th and 8th graders are invited to attend for the first three hours, each participant is asked to raise \$40; Key Club had a carnation flower sale and is buying books for the elementaries; Sports - boys basketball finished with a 16-8 record and won the Sportsmanship Scholarship award for the league, Kyle Krout scored his 1,000 point recently, Wrestling had three student athletes move on in Districts; Spanish class has students headed to Spain this summer; Physic Olympics will be held; Musical is Jekyll and Hyde in April, an Improv Night at the Middle/High School was held, a group will visit New York City and sing in Central Park and tour the 911 Memorial, Orchestra Pops concert is coming up. Mrs. Daubert asked how to go about donating to the Thon event. Students indicated that any participating student can receive donations or drop off a check at the high school office.

E. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of February 8, 2016

- Minutes 02-08-16 ([enclosure](#))

BOARD ACTION:

The minutes were approved with no corrections.

F. Committee Reports

York School of Technology – Henry, Representative

Recreation - Reck, Representative - They meet later this week.

Meet & Discuss Professional, Classified & Administrative – Engle, Chair; Daubert, Henry

York Adams Earned Income Tax Bureau - Keller, Representative; Reck, Alternate

Lincoln Benefit Insurance Trust - Wentz, Representative

Legislative Liaison with Pennsylvania School Board Association – Shea, Representative - Governor Wolf signed an Amended School Code where PA Education due to weather, health or safety can count hours rather than fulfill the 180 day requirement

Policy Committee – Frederick, Chair; Shea, Lingg - There is a large list for approval tonight, past ten years was standards and now is being changed to Principles of Governance. This is on for tentative approval tonight in addition to the bullying policy. We have discussed additional avenues for reporting bullying

Educational Programs Committee - Daubert, Chair; Henry, Reck - Mr. Reck reported February 16 Dr. Seiple shared strategies to increase elementary learning including backmapping and Learning Focused Schools, technology and Spanish

Building & Grounds Committee - Roland, Chair; Lingg, Engle

Parents' Advisory Committee - Frederick - All schools represented and Mrs. Houck provided information on STEAM Academy. Parents were impressed with STEAM. The next meeting is mid April.

G. Personnel

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

Classified Employees:

Mindelle Naylor, part-time 5.5 hour personal assistant, effective date to be determined. Rate of compensation will be \$10.89 per hour ([enclosure](#)).

Substitute Employees:

Kathleen Hibbs, day-to-day substitute custodian, effective February 23, 2016. Rate of compensation will be \$9.81 per hour(completed).

Genny Huston, day-to-day substitute teaching assistant and clerical worker, effective February 23, 2016. Rate of compensation will be \$10.89 per hour (completed).

Amy Zentgraf, day-to-day substitute clerical worker, effective February 23, 2016. Rate of compensation will be \$10.89 per hour (completed).

Gloria Brennan, day-to-day substitute lunchroom/playground supervisor effective for the 2015-2016 school year. Rate of compensation will be \$10.89 per hour (completed).

Jessica Brunner and Anita Smith, day-to-day substitute teachers, effective for the 2015-2016 school year. Rate of compensation will be \$95.00 per day (completed).

Supplemental Employees:

Stephanie Aumen, assistant Middle School volleyball coach, effective for the 2015-2016 school year. Rate of compensation will be \$1,565.00 ([enclosure](#)).

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

Terry Young, custodian, FMLA leave of absence effective March 1, 2016, for approximately one week but not to exceed allowable 12 weeks.

Vicky Mummert, lunchroom/playground supervisor, uncompensated medical leave, effective February 11, 2016, to approximately February 26, 2016.

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

Kurt Brenner	Athletic Directors Conference Hershey, PA March 15-18, 2016 ( <a href="#">enclosure</a> )
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**BOARD ACTION:**

Mr. Roland made a motion to accept Personnel Items G 1- 3 Seconded by Mr. Frederick and passed on a roll call vote of 9-0.

H. Policy

- 1) The Board was requested final approval for the following policies/regulations:

- [237](#) Electronic Devices
- [412](#) Supervision and Evaluation of Temporary Professional and Professional Employees
- [412-R2](#) Supervision and Evaluation of Professional Staff

- [800](#) Records Management
  - [800-AR-1](#) Records Retention Schedule
- 2) The Board was requested tentative approval for the following policies/regulations:
- [406](#) Employment of Summer School Staff
  - [407](#) Employment of Student Teachers/Interns
  - [317](#) Disciplinary Procedures
  - [417](#) Disciplinary Procedures
  - [517](#) Disciplinary Procedures
    - [517-R1](#) Disciplinary Policy for Classified Employees
    - [517-R2](#) Progressive Discipline - Attendance
  - [249](#) Bullying/Cyberbullying
  - [004](#) Membership
  - [011](#) Principles for Governance and Leadership
- 3) The Board was requested approval for the deletion of the following regulation:
- [206-R1](#) Attendance Areas/Transportation
- 4) The Board was requested approval for the following regulation (change of regulation number):
- [206-R1](#) Elementary Building Assignments

DISCUSSION:

Mr. Roland asked if his suggested wording was taken into consideration and Dr. Scola indicated that it was. Mrs. Lingg and Mr. Engle commented that a lot of policy work has been done over the past several years by the committee and was a huge undertaking and is current.

BOARD ACTION:

Mrs. Shea made a motion to accept Policy H 1- 4 Seconded by Mr. Frederick and passed on a roll call vote of 9-0.

I. District Calendar

- 1) The Board was requested to approve the proposed 2016-2017 District Calendar ([enclosure](#)).

DISCUSSION:

Mrs. Lingg indicated a lot of work and many people see the calendar prior to passing. Mr. Roland indicated students would be done prior to Memorial Day

BOARD ACTION:

Mrs. Daubert made a motion to approve the district calendar as presented. Seconded by Mrs. Shea and passed on a roll call vote of 9-0.

J. Budget and Finance

- 1) Check Registers - The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$839,767.49, Capital Reserve totaling \$1,633.64 and Cafeteria totaling \$42,601.40. Grand total \$884,002.53 ([general fund](#)) ([capital reserve](#)) ([cafeteria](#))

DISCUSSION:

Mrs. Lingg commented on the use of money without a state budget and that the money is running out. Frustration with the state legislature was expressed and costs will be incurred by the Borough taxpayers to take out a loan in order to pay bills. Mr. Engle indicated that in April the board will need to approve loaning money and having to borrow is crazy due to the state budget impasse.

BOARD ACTION:

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

- 2) Board Reports - Monthly Reports - January - The Board was requested to approve the following January monthly reports:

[Board Summary](#)  
[Investment Report](#)  
[Tax Collector](#)  
[Student Activities MS](#)  
[Student Activities HS](#)  
[Cafeteria](#)

BOARD ACTION:

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

- 3) Mileage Reimbursement - The Board was requested to approve a contract with Mary DuVall to transport her student to and from Maple Avenue Elementary School for the remainder of the 2015-16 school year through May 2016 at a cost of \$9.72 per day – approximately \$700 for the remainder of the school year (the IRS mileage rate).

BOARD ACTION:

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

- 4) INFORMATIONAL ITEM ONLY - State Budget Update - Mr. Wentz indicated that the state budget is now 236 days past due. This was discussed at length at the Budget and Finance meeting and the District is owed \$2.3 million dollars and with current cash flow the board will need to approve in April the beginning of paperwork to seek a loan, as monies will run out in June of this year.

- K. Public Comment - None. Mrs. Lingg indicated that an Executive Session was held for Negotiation reasons prior to the meeting.

Mr. Keller reported that as a basketball official, he was pleased to see that the boys basketball team, coaches, managers and cheerleaders won the YAIAA scholarship for sportsmanship. He indicated this is a big deal for our student athletes as \$50,000 of scholarship monies are available for up to five of our participants in this program. Participants can apply for the scholarships and interviews will be held to determine the winners. All basketball officials discuss this and take it very seriously in awarding. Monies are raised for the scholarship through charity tournaments and donations. Mr. Keller indicated this is a huge accomplishment.

- L. Adjournment - Mr. Roland made a motion to adjourn. The meeting was adjourned at 6:18 PM.

Next Board Meeting - Monday, March 14, at 6:00 PM.