

Hanover Public School District
School Board Meeting
Administration Building - 403 Moul Avenue, Hanover, PA

Monday, November 20, 2017
6:00 P.M.

MINUTES

- 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, Mrs. Gulden, Mr. Henry, Mrs. Lingg, Mr. Reck, Mr. Roland, Mrs. Shea
 - Student Board Members Present: Helen Rosenbrien & Sarah Ginn
 - Also Present: Dr. Scola, Dr. Seiple, David Fry, BJ Frock, Troy Wentz, Caren Evans, Diane Wagaman, Erin Smith, Amanda Wallick, Nicole Brown, Alexis Hoke, Mike Vaux, Dr. Smith, Tessa Hilyard, Mark Hershner, Jay Czap, Rina Houck, Debra Caler, Marc Abels, Dr. Krout, Debra Fake, Karen Nicholas, Doug Wherley, Tami Turchich
- B. Recognition of Visitors: None
- C. Public Comments: None
- D. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes for October 23, 2017.
- 10-23-17 ([enclosure](#))

BOARD ACTION:

The minutes were approved as presented.

- E. Committee Reports

York County School of Technology – Henry, Representative - Meeting next Thursday

Recreation - Reck, Representative

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

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

Lincoln Benefit Insurance Trust - Wentz, Representative

Legislative Liaison with Pennsylvania School Board Association – Shea, Representative

Policy Committee – Frederick, Chair; Shea, Lingg - About forty policies are on the agenda for approval.

Educational Programs Committee - Daubert, Chair; Henry, Reck - Bynres Health Center programs were discussed including drug awareness, adolescent development and an adult program of Drugs 101 that is being brought to the District for parents.

Building & Grounds Committee - Roland, Chair; Lingg, Engle ([enclosure](#)) - Hanover Street Playground grass is being improved, sound panels in the High School Cafeteria were discussed along with the recent High School fire alarm. Demo was received on the new high school auditorium lighting. Next meeting will be held on December 7.

Parents' Advisory Committee - Frederick - Mr. Abels presented pre apprenticeship and credentialing programs. Fundraising programs were noted at the elementary from the PTOs. Middle School career tours were complimented.

Student Board Members' Report - Helen Rosenbrien & Sarah Ginn - December will have various musical concerts throughout the District. High School Victorian singers will perform at the Hanover tree lighting and the Governor's Mansion. January 27 the High School Winter Formal will be held. An orange out was held last week for a student hospitalized with leukemia at the high school. The Fall Play will be held the end of November and into the beginning of December.

F. Superintendent's Report - Dr. John Scola

- Recognition - Board Member Karen Daubert was recognized by Dr. Scola and the Board with a planter. Dr. Scola indicated she has done a remarkable job and is student centered.
- Dr. Scola recognized the student body for their work in the community and especially musically and indicated that it does not go without notice.

G. Assistant to Superintendent's Report - Dr. Susan Seiple

- Comprehensive Planning - Next large group meeting is Tuesday, February 6 at 5:30 PM in the High School Presentation Studio and all are invited.

H. Personnel

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

Classified Employee:

Ralph Hartlaub, adult patrol, effective October 27, 2017. Mr. Hartlaub is retiring with 16.5 years of service to the district.

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

Classified Employees:

Selena Bumbaugh, teaching assistant, effective October 25, 2017.

Marrisa Poole, lunchroom/playground supervisor, effective November 3, 2017.

Paul Walter, part-time custodian, effective November 3, 2017.

Substitute Employees:

Lyndall Akstull, day-to-day substitute teacher, removal of name for the 2017-2018 substitute listing, effective November 1, 2017.

Yvette Hess, day-to-day substitute teaching assistant, effective for the 2017-2018 school year.

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

Classified Employees:

Kayla Kauffman, title 1 teaching assistant, effective November 21, 2017. Rate of compensation will be \$11.15 per hour ([enclosure](#)).

Douglas Leese, part-time 4 hour custodian, effective November 27, 2017. Rate of compensation will be \$10.75 per hour ([enclosure](#)).

Jeffrey Miller, transfer from part-time 4-hour custodian to full-time custodian, effective November 21, 2017. Rate of compensation will remain the same.

Karalee Nichols, title 1 teaching assistant, effective November 21, 2017. Rate of compensation will be \$15.00 per hour ([enclosure](#)).

Morgan Peyatt, lunchroom/playground supervisor, effective November 21, 2017. Rate of compensation will be \$10.89 per hour ([enclosure](#)).

Tammy Vito, lunchroom/playground supervisor, effective December 11, 2017. Rate of compensation will be \$10.89 per hour ([enclosure](#)).

Substitute Employees:

Anthony Giuffrida, day-to-day substitute teachers, effective for the 2017-2018 school year. Rate of compensation will be \$100.00 per day (completed).

Supplemental Employees:

Liz Giffin, gameworker, effective for the 2017-2018 school year. Rate of compensation will be as listed on the SA-107a Athletic/Event for Payment.

Kelcee Keller, middle school winter sports cheerleading coach, effective for the 2017-2018 season. Rate of compensation will be \$451.00 (completed).

Adam Mowrer, assistant varsity wrestling coach, effective for the 2017-2018 season. Rate of compensation will be \$2,231.00 ([enclosure](#)).

- 4) Bus and Van Drivers - The Board was requested to approve the following drivers employed by Boyo Transportation:

Abbagail Green
Donald Rollins

- 5) Leaves of Absence - The Board was requested to approve the following requests for leaves of absence:

Amber Diehl, grade 6 teacher, FMLA and uncompensated leave effective approximately March 28, 2017, through the end of the 2017-2018 school year.

Denise Dornbush, personal assistant, extension of leave under uncompensated medical leave, effective November 24, 2017, to approximately February 16, 2018.

Lois Gunnet, Director of Special Education, FMLA leave, effective November 21, 2017, to approximately December 8, 2017.

Jessica Harner, 5th grade teacher, FMLA effective November 15, 2017, for approximately 10 weeks but no longer than allowable 12 weeks.

Mariya Kitzmiller, full-time custodian, FMLA leave effective November 6, 2017, to approximately November 20, 2017.

Kelly McWilliams, FMLA intermittent leave effective November 15, 2017, not to exceed allowable 12 weeks of leave.

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

Justine Wetzel NASP 2018 Annual Convention
Chicago, IL
February 13-16, 2018
([enclosure](#))

- 7) Act 93 Change - The Board was requested to approve the change to Article V. and Article IX. as per the attachment ([enclosure 1](#)) ([enclosure 2](#)).

- 8) Tenure - The Board was requested to approve tenure for the following teachers effective with the end of the 2016-2017 school year:

Sara Brenneman
Shaina Castillo
Ashlyn Garland
Kari Hively
Gloria Sanders
Jessica Schlechter
Tiffany Vanik

- 9) Job Description Approval - The Board was requested to approve the following job description revision:

Assistant to the Superintendent for Curriculum, Instruction and Assessment
([enclosure](#)).

BOARD ACTION:

Mr. Reck made a motion to approve the personnel items as presented. Second by Mr. Frederick and approved on a roll call vote of 9-0.

I. Policies

- 1) The Board was requested final approval for the following policies and regulations:
- [147](#) Online Instruction
 - [808](#) Food Services
 - [808-R1](#) Food Services
 - [808-R2](#) Cafeteria Procedures regarding Student Lunch Accounts
 - [338](#) Sabbatical Leave
 - [438](#) Sabbatical Leave
 - [338.1](#) Compensated Administrative Leaves
 - [438.1](#) Compensated Professional Leaves
 - [530](#) Overtime/Extra Time
 - [335](#) Family and Medical Leaves
 - [335-R1](#) The Family and Medical Leave Act
 - [435](#) Family and Medical Leaves
 - [435-R1](#) The Family and Medical Leave Act
 - [535](#) Family and Medical Leaves
 - [535-R1](#) The Family and Medical Leave Act
- 2) The Board was requested tentative approval for the following policies and regulations:
- [334](#) Sick Leave
 - [334-R1](#) Extended Illness or Injury

- [434](#) Sick Leave
 - [434-R1](#) Extended Illness or Injury
 - [534](#) Sick Leave
 - [534-R1](#) Extended Illness or Injury
 - [339](#) Uncompensated Leaves
 - [439](#) Uncompensated Leaves
 - [539](#) Uncompensated Leaves
 - [342](#) Legal Commitments (Jury Duty/Subpoena)
 - [442](#) Legal Commitments (Jury Duty/Subpoena)
 - [542](#) Legal Commitments (Jury Duty/Subpoena)
 - [432](#) Work Schedules
 - [432-R1](#) Absences - Professional Employees (Less Than Half Day Absences)
 - [432-R2](#) Employee Absences
 - [532](#) Work Schedules
 - [532-R1](#) Procedures Pertaining to Wage/Hour Regulations
 - [532-R2](#) Employee Absences
 - [436.1](#) Association Leaves
 - [346](#) Workers' Compensation
 - [446](#) Workers' Compensation
 - [546](#) Workers' Compensation
- 3) The Board was requested tentative approval to delete the following policy:
- [541](#) Benefits for Regularly Employed Part-Time
- 4) The Board was requested approval for the following regulation:
- [204-R1](#) Truancy Law - Summary
- 5) The Board was requested approval to delete the following regulations:
- [432-R1](#) Professional Time Reports
 - [434-R1](#) Sick Leave for Professional Personnel
 - [532-R2](#) Absences - Classified Employees (Less Than Half Day Absences)

DISCUSSION:

Mrs. Lingg indicated that a lot of work goes on behind the scenes with this. Almost 98% through the policy book which is quite an accomplishment and a thank you to administration who assist with the policies.

BOARD ACTION:

Mr. Frederick made a motion to approve the policies and regulations as presented. Second by Mrs. Shea and approved 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 \$1,746,921.62, and Cafeteria totaling \$29,237.49. Grand total \$1,776,159.11 ([General Fund](#)) ([Cafeteria](#))

BOARD ACTION:

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

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

[Investment Report](#)

[Tax Collector Report](#)

[Tax Collector Report - Quarterly](#)

Board Summary Reports ([August](#)) ([September](#))

[Middle School Student Activity Report](#)

[High School Student Activity Report](#)

BOARD ACTION:

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

- 3) Debt Issuance - The Board was requested to authorize the District Administration to work with PFM Financial Advisors LLC as Financial Advisor, RBC Capital Markets LLC as Underwriter, and Stock and Leader LLP as Bond Counsel and Solicitor, in conjunction with the issuance of General Obligation Bonds, Series A and B of 2018 via a negotiated bond sale, for the purpose of providing for the new money requirements of the District, as well as for the current refunding of a portion of the District's Series of 2012 Bonds, with a total combined par amount not to exceed \$10,000,000.

BOARD ACTION:

Mr. Roland made a motion to approve the debt issuance as presented. Second by Mr. Frederick and approved on a roll call vote of 9-0.

K. Public Comment: None

- L. Adjournment - Mrs. Lingg made a motion to adjourn the meeting and wishing everyone a happy holiday. The meeting was adjourned at 6:10 PM.

Board Reorganization Meeting - Monday, December 4, at 6:00 PM.

Board Meeting - Following Reorganization Meeting