

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

May 8, 2023
6:00 P.M.

MINUTES

I. Opening Business

A. Call to Order - The meeting was called to order at 6:01 PM.

B. Pledge of Allegiance

C. Roll Call

Board Members Present: Mr. Frederick, Mrs. Gallagher, Mrs. Gulden, Mr. Huston, Mrs. Kacar, Mr. Kauffman, Mrs. Keeney, Mrs. Shea
Board Member Absent: Mr. Lippy

Also Present: Dr. Scola, Dr. Seiple, David Fry, Tim Kress, Troy Wentz, Kathy Forbes, Lisa Jackson, Kathi Martin, Debbie Folmer, Adrienne Herndon, Alexis Hoke, Marc Abels, Jody Kessinger, Jay Czap, Dr. Krout, Heather Wagaman, Mark Hershner, Marie Willey, Students - Lenah Herndon, Harper Cameron, Gabby Aguilar, Micah Acevedo, Palmer Brown, Miley Mummert, Blair Hoke, Vada Miller.

II. Recognition of Visitors: None

Public Comments: None

III. Superintendent's Report - Dr. John Scola

- Elementary Vocal - Marie Willey - Dr. Scola introduced choral director Marie Willey who took over for an extraordinary Mrs. Hahn. Marie is an exceptional piano player and helps with District shows in the Spring as well. The Elementary students (noted above in Also Present attendance) are representatives from each of the three elementary schools. The students sang two concert songs. Dr. Scola commented on the performance of the young children and with expectations and a great teacher, reach those expectations. For the School Board who is child centered, proud of our students.
- 0% Tax Increase / Per Capita and Occupational Tax reduction - Fourth year in a row that taxes are not increasing and in addition a savings of twenty to forty dollars for a household due to elimination of per capita and occupational taxes. Budget is student centered and the process began in January with the Board passing a resolution not to exceed the Act I Index and a April preliminary adoption and tonight final adoption. A budget that does well for the citizens of Hanover and students, which is why we are here. Thank you to Mr. Wentz, teachers, administrators and Board. Presentations of the Budget occurred during Budget and Finance meetings.

- HHS End of Year Events - Retirement Dinner 5/24 @ 5:00 p.m., Campus Night 5/31 @ 7:00 p.m., Graduation 6/1 @ 7:00 p.m. - Dr. Scola announced the dates for the upcoming year end events. The Prom was successful Friday night at the Hanover Country Club. Retirement Dinner is a small way to honor our retirees who with many years of work with students provide a positive impact on lives. Students deserve our best each day.

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

- Teacher Induction - Involved two days of eight hour training, six seminars relating to Special Education, professional boundaries, technology, on-line training, meetings with mentors and building principals and observations of colleagues. A log was kept by each throughout the school year. A culmination event was held in the ILC this evening and will continue after the Board Meeting. Those involved in teacher induction were:
 - Maria Balafoutas - Mr. Czap and Darlene Klenk
 - McKalley Bolam - Mr. Allison and Mr. Hershner
 - Jessica Bossalina - Mr. Czap and Gloria Sanders
 - Lindsay Edwards - Mr. Abels and Mrs. Kessinger and Lisa Fry
 - Ethan Grove - Mr. Abels and Mrs. Kessinger and Mr. Minnich
 - Meagan Holder - Mr. Abels and Mrs. Kessinger and Mrs. Gomulka
 - Brooks Keeney - Dr. Krout and Mrs. Gotwals
 - Madison Maloney - Mrs. Wagaman and Mrs. Bolin
 - Briana Martin - Mrs. Wagaman and Mrs. Ott
 - April Tyler - Mr. Abels and Mrs. Kessinger and Gloria Sanders
- PSSA/Keystones - One day for PSSA Science and Keystones will occur in the High School
- Textbook Adoption - Textbooks have been through the entire process, including a committee and public review and are on the agenda for approval.

V. Matters for Which Board Action is Required

A. Expulsion Waiver

- 1) The Board was requested to approve the enclosed expulsion waiver ([enclosure](#)).

BOARD ACTION:

Mrs. Shea made a motion to approve the expulsion waiver as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

B. Personnel

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

Classified Employee:

Dale Keeseey, Head Custodian at Hanover Street Elementary, effective May 23, 2023. Mr. Keeseey will retire with almost 6 years of service to the District. ([enclosure](#))

BOARD ACTION:

Mrs. Shea made a motion to approve the retirement as presented.
Second by Mrs. Kacar and approved on a roll call vote of 8-0.

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

Classified Employee:

Abbigale Martin, Teaching Assistant at Hanover Street Elementary, effective May 10, 2023.

Substitute Employees:

Sarah Low, Day-to-Day Professional/Building Substitute, effective May 17, 2023.

Rescind offer to David Wade, Substitute Custodian, effective immediately.

BOARD ACTION:

Mrs. Shea made a motion to approve the resignations as presented.
Second by Mrs. Keeney and approved on a roll call vote of 8-0.

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

Professional Employees:

Jeffery Hatala, Tech Ed Teacher at the Middle School/High School, effective at the start of the 2023-2024 school year pending successful completion of all required employment paperwork. Rate of compensation will be \$52,946. ([enclosure](#))

Teslyn Sterner, Elementary Teacher at Hanover Street Elementary, effective at the start of the 2023-2024 school year. Rate of compensation will be \$52,946. ([enclosure](#))

Classified Employees:

Kyle Bowman, Custodian, 3rd shift, full-time, 8 hours per day, at the Middle School, effective pending successful completion of all required employment paperwork. Rate of compensation will be \$14.00 per hour. ([enclosure](#))

Mabel Logo, Cafeteria Worker, part-time, 3.5 hours per day, at Clearview Elementary, effective pending successful completion of all required employment paperwork. Rate of compensation will be \$14.20 per hour. ([enclosure](#))

Change of Status:

Gary Garman, Custodian, 3rd shift, full-time at the Middle School to 3rd Shift Head Custodian, full-time effective May 8, 2023. Rate of compensation will be \$14.93 per hour.

Rhonda Stahl, Cafeteria Worker, from part-time at the Middle School to Substitute district-wide, effective May 1, 2023. Rate of compensation will be in accordance with the current Substitute Rate Schedule.

Substitutes:

Elizabeth Shearer, Substitute Custodian, effective pending successful completion of all required employment paperwork. Rate of compensation will be in accordance with the current Substitute Rate Schedule.

Kimberly O'Brien, Substitute Custodian, effective pending successful completion of all required employment paperwork. Rate of compensation will be in accordance with the current Substitute Rate Schedule.

BOARD ACTION:

Mrs. Gallagher made a motion to approve the employment as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

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

Classified Employee:

Megan Cox, Cafeteria Worker at the Middle School, reinstatement of leave of absence (restoration of health) effective May 1, 2023, through approximately May 16, 2023.

BOARD ACTION:

Mrs. Gallagher made a motion to approve the leave of absence as presented. Second by Mrs. Keeney and approved on a roll call vote of 8-0.

- 5) Bus Drivers - The Board was requested to approve the following bus drivers:

Lincoln:

Rebecca Long
Stacy Ray
Ann Wiles

BOARD ACTION:

Mrs. Shea made a motion to approve the bus drivers as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

- 6) School Physicians - The Board was requested to approve the following school physicians for the 2023-2024 school year:

School Physicians:

Dr. Douglas Masucci (Consulting Physician)

School Dentist:

Dr. Henry Hoffacker

BOARD ACTION:

Mrs. Shea made a motion to approve the school physicians as presented. Second by Mrs. Gallagher and approved on a roll call vote of 8-0.

- 7) **High School Summer School**
June 12-15, and June 19-22 (Monday through Thursday)
Teacher Hours: 8:00-11:30 AM
Teacher Pay: \$32/Hour since still in June

Teachers:

- Corrinna Berwager
- Teresa Erdman
- Becca Glusco
- Jen Gomulka
- Courtney Guimaraes
- Meagan Holder
- Kyle Krout
- Cindy Schulteis
- Becky Smith
- Jackie Uhler

Nurse:

- April Tyler (\$32/hour)

Summer Academy for Incoming K-6 at Washington Elementary

July 10-13 and July 17-20 (Monday through Thursday)

Teacher Hours: 8:00 AM-2:30 PM (1/2 hour unpaid duty-free lunch)

Teacher & Nurse Pay: \$33/Hour per CBA

Regular hourly pay for assistants

Teachers:

- Maria Balafoutas
- Briana Martin
- Danielle Mathie
- Brooks Keeney
- Deb Wildasin
- Kelcee Keller
- Marie Willey

Nurse:

- Christy Simpson (Normal hourly rate)

Substitute Nurse:

- Jessica Bossalina (\$33/hour)

Teaching Assistants:

- Arizbeth Moreno
- Lisa Brown
- Kristin Shamer
- Elynda Garcia
- Lamanda Sullivan

BOARD ACTION:

Mrs. Kacar made a motion to approve the summer schools as presented. Second by Mrs. Shea and approved on a roll call vote of 7-0 with Mrs. Keeney abstaining.

C. Policies

- 1) The Board was requested final approval for the following policies and regulations:
 - [011](#) Principles for Governance and Leadership
 - [137](#) Home Education Program
 - [137.1](#) Extra-Curricular Participation by Home Education Students
 - [137.2](#) Participation in Co-Curricular Activities and Academic Courses by Home Education Students
 - [137.3](#) Participation in Career and Technical Education Programs by Home Education Students
 - [200](#) Enrollment of Students
 - [202](#) Eligibility of Nonresident Students
 - [217](#) Graduation
 - [251](#) Students Experiencing Homelessness, Foster Care and Other Educational Instability
 - [303](#) Employment of Administrators
 - [404](#) Employment of Professional Employees
 - [405](#) Employment of Substitute Teachers
 - [405-R1](#) Substitute Teachers - Definition and Payment
 - [405-R2](#) Non-Utilized Substitutes
 - [405-R3](#) Substitute Teachers - Performance
 - [504](#) Employment of Classified Employees
 - [610](#) Purchases Subject to Bid
 - [617](#) Petty Cash Funds
 - [617-R1](#) Petty Cash Funds
 - [627](#) Tax-Exempt Bonds Compliance Procedures
 - [808](#) Food Services
 - [808-R1](#) Food Services
 - [808-R2](#) Cafeteria Procedures Regarding Student Lunch Accounts

- [810](#) Transportation
- [816](#) Electronic Data Storage

BOARD ACTION:

Mrs. Shea made a motion to approve the policies and regulations as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

D. Miscellaneous

- 1) Memorandum of Understanding - The Board was requested to approve the Memorandum of Understanding between Hanover Public School District and Hanover Borough Police beginning May 8, 2023. ([enclosure](#)).
- 2) Memorandum of Understanding - The Board was requested to approve the Memorandum of Understanding between Hanover Public School District and Penn Township Police beginning May 8, 2023. ([enclosure](#)).

BOARD ACTION:

Mrs. Shea made a motion to approve the memorandum of understandings as presented. Second by Mrs. Gallagher and approved on a roll call vote of 8-0.

E. Textbook Approval

- 1) The Board was requested to approve the textbook adoption of the following titles to support Hanover Public School District's Middle School Social Studies Curriculum:

National Geographic: World Cultures and Geography

National Geographic: World History: Great Civilizations
Ancient Through Early Modern Times

National Geographic: American Stories: Beginnings to 1877

McGraw Hill Impact Social Studies - US Regions

The district is paying for the textbooks series through grant funding (ESSER II).

BOARD ACTION:

Mrs. Gulden made a motion to approve the textbook approval as presented. Second by Mrs. Kacar and approved on a roll call vote of 8-0.

F. FID Application

- 1) The Hanover Public School District recommended approval of its Flexible Instructional Day Application. After approval, the plan will be submitted to the state for final approval for utilization for 2023-2024, 2024-2025, and 2025-2026 school years ([enclosure](#)).

BOARD ACTION:

Mrs. Gallagher made a motion to approve the Flexible Instructional Day Application as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

G. Band Trip

- 1) The administration recommended approval of the music department trip to Disney World in June 2025 as articulated in the itinerary given to the Board ([enclosure](#)).

BOARD ACTION:

Mrs. Keeney made a motion to approve the band trip as presented. Second by Mrs. Gallagher and approved on a roll call vote of 8-0.

H. Budget and Finance

- 1) 2023-2024 General Fund Budget Approval - The Board was requested to approve a tax millage for the 2023-2024 General Fund Budget remaining at 23.06 mills, with no change of 0.00 mills (0.00%) (Act 1 maximum 5.60%), at an expenditure level totaling \$38,885,965, and with additional to-be-determined transfers, at an estimated \$2,433,650. This budget reflects no use of fund balance. This budget continues to include 0.03 mills or 0.13%, for the estimated \$29,000 stormwater fee assessed by the Borough of Hanover. In addition, the Board is requested to approve a reduction of per capita tax (Act 679) to \$0.00 (prior \$5.00), per capita tax (Act 511) to \$0.00 (prior \$5.00), and occupational tax to \$0.00 (prior \$10.00). In addition, the earned income tax rate at 0.5% (no change), and real estate transfer tax rate at 0.5% (no change). ([enclosure](#))

BOARD ACTION:

Mr. Huston made a motion to approve the 2023-2024 General Fund Budget Approval as presented. Second by Mrs. Kacar and approved on a roll call vote of 8-0.

- 2) Homestead/Farmstead Approval - The Board was requested to approve the receipt and disbursement of \$723,220.67 (\$724,462.67 prior year) from the state as part of the Act 1 property tax reduction. The result is a reduction on the assessment of approved homestead properties of approximately \$10,123, this equates to approximately \$233.44 (\$235.90 prior year) in tax reduction for approved homesteads. ([enclosure state](#)) ([enclosure York County](#))

BOARD ACTION:

Mrs. Shea made a motion to approve the Homestead/Farmstead Approval as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

- 3) Installment Payment of Taxes Schedule -- The Board was requested to approve the installment payment dates of taxes, as first installment due September 5, 2023, second installment due October 2, 2023, and third installment due November 1, 2023. To qualify for the installment payments the first installment payment must be paid by the due date. A 10% penalty will be added to installment payments paid after the installment due date. All properties will be eligible for installment payment of taxes.

BOARD ACTION:

Mrs. Shea made a motion to approve the installment payment of taxes schedule as presented. Second by Mrs. Gallagher and approved on a roll call vote of 8-0.

- 4) 2023-2024 Cafeteria Budget and School Meal Pricing - The Board was requested to approve the cafeteria budget for the 2023-2024 school year and meal pricing for the 2023-2024 school year: Breakfast \$1.25 (no change) Elementary Lunch \$2.80 (no change) Secondary Lunch \$2.95 (\$2.90 no change) Adult Lunch \$3.60 (no change) Milk \$0.50 (no change) ([enclosure](#))

BOARD ACTION:

Mrs. Shea made a motion to approve the 2023-2024 cafeteria budget and school meal pricing as presented. Second by Mrs. Keeney and approved on a roll call vote of 8-0.

- 5) LIU #12 Joint Purchasing Bid Approval 2023-2024 (partial) - The Board was requested to approve the following Joint Purchasing Bids for the 2023-2024 school year:

Athletic/Health Supplies Bid ([enclosure](#))
Pyramid School Products \$ 481.15
School Health Corporation \$ 3,677.22
Total \$4,158.37

Physical Education/Sports Bid ([enclosure](#))
George L Heider Inc \$152.20
Pyramid School Products \$ 5.34
Total \$157.54

BOARD ACTION:

Mrs. Shea made a motion to approve the LIU #12 Joint Purchasing Bid Approval 2023-2024 as presented. Second by Mrs. Gulden and approved on a roll call vote of 8-0.

- 6) Check Registers - The Board was requested to approve the following check registers from the General Fund including athletic, middle school, and high school activity accounts totaling \$2,106,811.89, and Cafeteria totaling \$57,675.63. Grand total of \$2,164,487.52. ([General Fund](#)) ([Cafeteria](#))

BOARD ACTION:

Mr. Huston made a motion to approve the check registers as presented. Second by Mrs. Kacar and approved on a roll call vote of 8-0.

- 7) Monthly Reports - The Board was requested to approve the following March monthly reports (partial - completed):

[Board Summary](#)

BOARD ACTION:

Mrs. Shea made a motion to approve the monthly reports as presented. Second by Mrs. Gallagher and approved on a roll call vote of 8-0.

- 8) Milk/Drink and Bread Bid - The Board was requested to approve the administration to advertise bids for milk/drink purchases and bread purchases for the Cafeteria for the 2023-2024 school year, as required by the procurement audit.

BOARD ACTION:

Mrs. Keeney made a motion to approve the milk/drink and bread bid as presented. Second by Mrs. Shea and approved on a roll call vote of 8-0.

- 9) Capital Reserve Budget Additions - The Board was requested to approve additions to the capital reserve budget for 2023. ([enclosure](#))

BOARD ACTION:

Mrs. Gulden made a motion to approve the capital reserve budget additions as presented. Second by Mrs. Shea and approved on a roll call vote of 8-0.

VI. Public Comment: None

VII. Adjournment: Mr. Frederick adjourned the meeting at 6:31 PM

Next Board Meeting - Monday, May 22, 2023, at 6:00 PM.

Troy S Wentz