

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Monday, June 22, 2009

6:00 P.M.

A. Opening Business

Call to Order

Pledge of Allegiance

Roll Call

Board Members: Mr. Bortner, Mrs. Hersh, Mr. Kauffman, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. West, Mr. Zeigler

Also Present

B. Recognition of Visitors and Public Comments

C. Approval of Minutes from Past Meeting

The Board is requested to approve the minutes of the Board Meetings May 26, 2009, and June 8, 2009 (**enclosures**).

BOARD ACTION:

D. Committee Reports

York School of Technology – Zeigler, Chair; West (Alternate)

Recreation – Lingg, Chair; Kauffman (Alternate)

PN Advisory – Hersh, Chair; A. Smith (Alternate)

Meet & Discuss Professional – West, Chair; O'Connor, D. Smith

Meet & Discuss Classified – D. Smith, Chair; Hersh, O'Connor

Meet & Discuss Administrative – O'Connor, Chair; Kauffman, D. Smith

Joint Wage Tax –Bortner, Representative; Zeigler (Alternate)

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate)

Legislative Liaison with Pennsylvania School Board Association – Hersh, Representative;
A. Smith (Alternate)

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Superintendent's Advisory Council – A. Smith, Chair; O'Connor (Alternate)

Policy Committee – West, Chair; A. Smith, Lingg

Sheppard Myers Stadium Committee – Bortner, Chair; Hersh, O'Connor

Community Relations Committee – A. Smith, Chair; D. Smith, Kauffman, Zeigler

E. Superintendent's Report

F. Legal Report

G. Standing motions regarding personnel

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

Classified Employee:

Holly Murphy, regular adult patrol at Clearview Elementary, effective with the beginning of the 2009-2010 school year.

Supplemental Employees:

Patricia Clouser, annual renewal for tax enumerator under a separate supplemental contract effective July 1, 2009, through June 30, 2010, whereby neither she nor the district shall make contributions to PSERS on her behalf. Nor shall any of this service time be counted towards any creditable service for retirement purposes. Contract rate shall be \$8.00 per hour not to exceed a gross total amount of \$1,750.00.

Andrew Knight, annual renewal for district web page manager under a separate supplemental contract, effective July 1, 2009 through June 30, 2010. Contract rate will be \$5,000.00.

BOARD ACTION:

- 2) **Attendance Officers-** The Board is requested to approve the following district personnel as additional attendance officers:

Thomas Krout

Andrew Samuelsen

BOARD ACTION:

- 3) **Supplemental/Substitute Rate Schedule for 2009-2010-** The Board is requested to approve the 2009-2010 Supplemental/Substitute Rate Schedule.

BOARD ACTION:

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- 4) **Coaching Increases for the 2009-2010 School Year** – The Board is requested to recommend Board approval for no change to ranges for the 2009-2010 school year with a 3% increase for those coaches below midpoint and a 1½ % increase for coaches at or above midpoint.

BOARD ACTION:

- 5) **Co-Curricular Increases for the 2009-2010 School Year** – The Board is requested to approve no change to ranges for the 2009-2010 school year with a 3% increase for those co-curriculars below midpoint and a 1½ % increase for co-curriculars at or above midpoint.

BOARD ACTION:

- 6) **Co-Curricular Staff for the 2009-2010 School Year** - The Board is requested to approve the list of co-curricular staff for the 2009-2010 school year.

BOARD ACTION:

- 7) **Approval to Advertise** – The Board is requested to approve to advertise for the following supplemental coaching and cocurricular positions.

BOARD ACTION:

- 8) **New Business:**

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

Administrative Employee:

Ken Klenk, Athletic Director, effective October 2, 2009. Mr. Klenk's last work day will be August 7, 2009, and then will be using paid leave through October 2, 2009.

Substitute Employee:

Judy Brown, day-to-day substitute teacher, effective June 9, 2009.

BOARD ACTION:

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- b) **Retirement-** The Board is requested to approve the following change to retirement.

Suzanne Morela, request to change effective date of retirement from August 1, 2009, to June 5, 2009.

BOARD ACTION:

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

Administrative Employee:

Joel Hain, Assistant Middle School Principal, effective July 1, 2009. Rate of compensation will be \$65,975 for the 2009-2010 school year (**enclosure**).

Classified Employee:

Tina Poole, regular adult patrol, effective with the 2009-2010 school year. Rate of compensation will be the approved 2009-2010 adult patrol rate (**enclosure**).

Supplemental Employee:

Erin Logan, Middle School student council advisor, split position. Rate of compensation will be range 1 of the co-curricular salary schedule for 2009-2010.

Math Summer Enrichment:

Dates of the academy will be June 22 through 30, 2009. Rate of compensation will be \$20.00 per hour. All costs will be paid through PA-Pact funds.

**Jennifer Gomulka
Lucinda Zepp
Sara McDaniel
Jen Spickler
Keri Wintrode
Jana Rohrbaugh
Stacy Luckenbaugh- volunteer**

BOARD ACTION:

- d) **Coaching Staff for the 2009-2010 School Year** - The Board is requested to approve the enclosed list of coaching staff for the 2009-2010 school year (**enclosure**).

BOARD ACTION:

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- e) **Non-Bargaining Unit Classified Position Rate Increase-** The Board is requested to approve increases for the 2009-2010 school year for the following Non-Bargaining Unit Classified Positions (**enclosure**):

Secretary to the Personnel Administrator and Business Manager
Secretary to the Superintendent and Assistant Superintendent
Payroll Clerk
Adult Patrols

BOARD ACTION:

- f) **Tenure-** The Board is requested to award tenure to the following temporary professional employees:

Natalie Coleman
Mary McKim
Nicole Wright
Stacey Rickel
Fritz Allison
Krystal Glick

BOARD ACTION:

H. Standing motions regarding Curriculum and Technology

- 1) **Final Textbook Adoption** – The Board is requested to approve the final adoption of the following textbooks:

Course: K-5 Mathematics
Text Title: Everyday Mathematics Third Edition
Authors: Max Bell, James McBride, Andy Isaacs, Amy Dillard, et al.
Publisher: Wright Group/McGraw Hill
Copyright: 2007

Course: 6-8 Mathematics
Text Titles: College Preparatory Mathematics (CPM):
Core Connections I, II, Algebra Connections
Authors: Kysh, Dietiker, Sallee, Hoey, et al.
Publisher: CPM Educational Program
Copyright: 2009/2010

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Course: Grade 6 Social Studies
Text Title: Holt- People, Places, and Change: Western World
Authors: Helgren
Publisher: Holt Rinehart Winston
Copyright: 2005

BOARD ACTION:

- 2) **Firefly Open Sourcing** – The Board is requested to approve the adoption of an Open Source License (Apache License 2.0) for the Firefly Student Information System.

BOARD ACTION:

- 3) **Board Policies** – The Board is requested to approve the final adoption to:
- 128 Practical Nursing Program
 - 203 Communicable Disease & Immunizations
 - 203-R1 Admissions – Immunizations Requirements
 - 209 Health Examinations
 - 209-R1 Student Health
 - 210 Use of Medications

BOARD ACTION:

- 4) **New Business:**

- a) **Board Policies** – The Board is requested to approve the tentative adoption to **(enclosures)**:
- 535 Family and Medical Leaves – Classified Employees
 - 535-R1 The Family and Medical Leave Act
 - 334 Sick Leave – Administrative Employees
 - 434 Sick Leave – Professional Employees
 - 534 Sick Leave – Classified Employees
 - 336 Personal, Bereavement and Military Leaves – Administrative Employees
 - 436 Personal, Bereavement and Military Leaves – Professional Employees
 - 536 Personal, Bereavement and Military Leaves – Classified Employees
 - 436.1 Association Leaves – Professional Employees

BOARD ACTION:

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- b) **Middle School Handbook** – The Board is requested to approve the 2009-2010 Middle School Handbook (**enclosures**):

BOARD ACTION:

I. Standing motions regarding Finance

- 1) **Insurance** – The Board is requested to approve the Sports insurance and optional student accident program underwritten by ACE American Insurance Company, administered by American Management Advisors, Langhorne, Pennsylvania, and serviced by Christian-Baker Company, Camp Hill, Pennsylvania and the optional student accident insurance.
- All Sports (grades 7-12):
 - Plan AA, \$1,000,000 medical maximum
 - Total premium \$6,500 (no change from previous year with identical coverage)
 - Optional Student Accident (offered for parents to purchase)
 - Plan A Primary Benefits
 - \$1,000,000 medical maximum Includes all Interscholastic Sports except Senior High Football
 - Total premium \$88.00 24 hour coverage
 - \$22.00 school time coverage
 - \$ 8.50 dental (to be purchased with above plans)
 - (no change from previous year with identical coverage)

BOARD ACTION:

2) **New Business:**

- a) **Medical Services** – The Board is requested to approve the following medical services for 2009-2010:

School Physician:

Dr. John Schwartz

BOARD ACTION:

- b) **Transfers** – The Board is requested to approve a transfer of \$226,878 from the General Fund-Fund Balance to the Capital Reserve Fund and a transfer of \$75,000 from the General Fund-Fund Balance to the Lincoln Benefit Insurance Trust (**enclosure**).

BOARD ACTION:

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- c) **2009-2010 Final General Fund Budget Adoption** – The Board is requested to approve the final adoption of the 2009-2010 General Fund Budget with total expenditures of \$26,757,349 as presented at the May 11, 2009, board meeting (**enclosure**).

BOARD ACTION:

- d) **2009-2010 Tax Resolution** – Final budget adoption in the amount listed above requires an increase of .20 mills in the real estate tax levy from 18.49 to 18.69 (1.08%). The Board is requested to approve the millage increase. In addition the Board is requested to approve the per capita tax (Act 679) for \$5.00, the per capita tax (Act 511) for \$5.00 and the occupation tax at \$10.00. In addition the earned income tax at .5% and real estate transfer tax at .5% (**enclosure**).

BOARD ACTION:

- e) **Homestead Exclusion Resolution** – The Board is requested to approve the receipt and disbursement of \$573,492 from the state as part of the Act 1 tax reduction. The result is a reduction on the assessment of approved homestead properties of approximately \$8,845, this equates to approximately \$165.32 in tax reduction (**enclosure**).

BOARD ACTION:

- f) **Installment Payments of Taxes** – The Board is requested to approve the installment payment dates of taxes as first installment due September 15, 2009, second installment due October 15, 2009, and third installment due November 16, 2009. To qualify for installment payments the first installment payment must be paid by the due date. A 10% penalty will be added to installment payments paid after October 15, 2009, and November 16, 2009.

BOARD ACTION:

- g) **Check Registers** – The Board is requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$1,708,774.12, Construction totaling \$5,095.64 and Cafeteria totaling \$13,012.93. Grand total \$1,726,882.69 (**enclosure**).

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- h) **Monthly Reports** – The Board is requested to approve the following reports for the month of May (**enclosures**):
- Tax Collector Report
 - Treasurer’s Report
 - Investment Report
 - Budget Expenditure Report
 - Revenue Budget Summary
 - Cafeteria Report
 - Student Activities Report

BOARD ACTION:

- i) **Non-resident tuition rates** – The Board is requested to approve the non-resident tuition rates for the 2009-2010 school year (daily rates based upon 180 days):

Elementary	\$56.30 per day	\$10,134.00 per year
Secondary	\$61.99 per day	\$11,158.20 per year

BOARD ACTION:

- j) **Athletic Bid Approval** – The Board is requested to approve the athletic bids for 2009-2010 (total of 14 vendors participated) (**enclosure**).

Bethlehem Sporting Goods	\$ 249.86
Cannon Sports	\$ 879.22
Gilman Gear	\$ 915.00
Longstreth Sporting Goods	\$ 169.60
Schutt Reconditioning	\$ 212.70
Sport Supply Group	\$ 584.59
Sportsman’s	\$2,897.52
Triple Crown Sports	\$2,059.00
XO Sports	<u>\$ 351.05</u>
Total	\$8,318.54

BOARD ACTION:

- k) **Chemical Disposal Bid (LIU Joint Purchasing)** – The Board is requested to approve the chemical disposal bid to Cycle Chem, Inc. at a cost of \$795.00 (**enclosure**).

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- l) **Audit Transfers** – The Board is requested to authorize the Business Manager to make necessary budgetary account transfers as part of the audit for the 2008-2009 fiscal year, with board approval at completion of the audit.

BOARD ACTION:

- m) **INFORMATIONAL ITEM -DRAFT – Capital Reserve Budget** – The Board is presented a draft of the 2009-2010 Capital Reserve Budget for discussion (**enclosure**).

J. Standing motions regarding Facilities

- 1) **New Business:**

- a) **INFORMATIONAL ITEM – Middle School Roof Update**

K. Old Business

L. Other Business

M. Next meeting date:

The next Committee meeting will be Monday, July 13, 2009, at 6:00 P.M. in the Boardroom
The next Board meeting will be Monday, July 27, 2009, at 6:00 P.M. in the Boardroom.

N. Adjournment