

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Tuesday, January 25, 2005

7:00 P.M.

A. Opening Business

Call to Order -- The meeting of the Hanover Public School District Board of Education was called to order at 7:00 p.m. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call - Board Members present: Ms. Angelo, Dr. Daniels, Mr. Edwards, Mr. Kauffman, Mrs. Sunday, Mr. West, Mr. Zeigler

Board Members absent: Mr. Frederick, Mr. Scholles

Student Board Members absent: Tegan Colley, Ellen Scheivert (Elizabeth Sanders, alternate)

Also Present - Mr. Yingst, Dr. Dillon, Mrs. Green, Mrs. Frock, Mr. Fry, Mrs. Gunnet, Mrs. Schoonover, Mr. Alban, Mrs. Bookwalter, Mrs. Herring, Mr. Doll, Mr. Crowl, Mrs. LeDane, Mrs. Worley, Anthony Smith, Amanda Steffens, York Dispatch; Ruby Smith-Myers, Edna Blumenthal, Sarah Mausolf, The Evening Sun; Dawn Henry, Corey Markle, WHVR; Eric Hartman, HEA; Rob Beaumont, Sandy Beaumont, Mike Baker, Carolyn Small, HPESP; James Kirby, Mrs. Sara Smith

Mrs. Sunday commented on inaccurate information that was recently published in The Evening Sun.

B. Recognition of Visitors and Public Comment:

Public Comment: Mr. Mike Baker addressed the Board concerning the proposed building projects and the effect the building projects could have on taxes. He discussed the letter that he presented to the Board earlier in the day. He advised the Board that he would present a petition against relocating the stadium to the Board in March.

Mr. Tony Smith addressed the Board regarding his concerns about the proposed building projects, especially the stadium and doing the projects so close together.

The Board recessed to Executive Session at 7:13 p.m. to discuss legal and personnel issues. The Board reconvened at 7:33 p.m.

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C. Standing Committee Reports

Policy Committee – Sunday, Chair; Angelo, Scholles – No report

Negotiating Committee Classified – Angelo, Chief Negotiator; Edwards, Scholles, West
Ms. Angelo reported that a meeting was held two weeks prior and that three additional meetings have been scheduled with the next meeting slated for February 2, 2005.

Negotiating Committee Professional – Sunday, Chief Negotiator; Frederick, Kauffman, Zeigler – Mrs. Sunday announced that a meeting was held on January 10, 2005 and that the next meeting was scheduled for February 3, 2005.

YST - Zeigler, Representative; West (Alternate) – Mr. Zeigler gave a report which highlighted academic and business matters at YST.

Recreation - Scholles, Representative; Kauffman (Alternate) – No report

PN Advisory - Daniels, Representative; Edwards (Alternate) – Dr. Daniels commented on the commencement of the 81st class of the practical nursing program. Mrs. LeDane reported that seventeen of the eighteen graduates in the 81st class are already employed with starting rates of \$17.00 - \$21.00 per hour and signing bonuses of \$500 to \$2,000. Mrs. LeDane also commented on the Practical Nursing Program Annual Report for the 2003-2004 fiscal year.

Meet & Discuss Professional - West, Representative; Angelo, Frederick – No report

Meet & Discuss Classified - Angelo, Representative; Daniels, Zeigler – No report

Meet & Discuss Administrative - Sunday, Representative; Kauffman, Zeigler – No report

Joint Wage Tax - Edwards, Representative; Zeigler (Alternate) – Mr. Edwards reported that a meeting was held on January 24, 2005 to review the preliminary budget. The next meeting is scheduled for February 28, 2005 at which time the budget will be voted on.

Lincoln Intermediate Unit Insurance Trust - Edwards, Representative, Green, Frock (Alternate) – Mr. Edwards announced that the next meeting is scheduled for January 27, 2005.

Lincoln Intermediate Unit Board of Directors - Edwards, Representative; Sunday (Alternate) – Mr. Edwards stated that the LIU now officially owns their building and that he is the Chief Negotiator for the Board.

Legislative Liaison with Pennsylvania School Board Association - Angelo, Representative; Edwards (Alternate) – No report

Academics, Arts and Athletics – Scholles, Representative; Frederick (Alternate) – No report

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Student Board Members Report – Colley, Scheivert (Sanders, Alternate) – No report

Middle School Students Report – Bowersox, Frederick – Miss Frederick and Master Bowersox reported on the academic and extracurricular events at the middle school.

D. Legal Report: Mr. Yingst – No report

E. Consent Agenda:

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

Recommendation: Motion to approve items on the Consent Agenda.

1. Minutes of the December 7, 2004 Reorganization Meeting, the December 7, 2004 regular board meeting, the December 8, 2004 Special Session and the December 15, 2004 Special Session.

2. Personnel Committee

Background:

a) **Resignations** –Board approval for the following resignation(s):

Classified Employee(s):

Jennifer Buckley, change of resignation date from January 7, 2005 to January 14, 2005. Ms. Buckley has extended her resignation date in order to provide additional secretarial coverage until the new candidate can begin working.

Substitute Employee(s):

Tabitha Hershey, substitute teacher, effective December 13, 2004. Ms. Hershey failed to complete required employment paperwork.

Kris Rusinko, substitute teacher, effective December 15, 2004. Mr. Rusinko has accepted employment elsewhere.

Laura Zimmerman, substitute teacher, effective December 21, 2004 for personal reasons.

b) **Job Descriptions** – Board approval for the following job descriptions:

Middle School Morning Announcement Advisor – This position replaces one of the middle school intramural positions that had been eliminated.

Middle School Service Club Advisor (2) – These positions replace two of the middle school intramural positions that had been eliminated.

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- c) **Leave(s) of Absence** - Board approval for the following request(s) for leave of absence:

Mary K. Little, elementary teacher at Hanover Street Elementary, request for leave of absence for medical reasons, effective February 1, 2005 for approximately six weeks. Mrs. Little will be using paid sick leave during her absence.

Marlin Messinger, elementary teacher at Washington Elementary, request for leave of absence for medical reasons, effective February 24, 2005 to approximately March 10, 2005. Mr. Messinger will be using paid sick leave during his absence.

Kathie Shaffer, cafeteria worker at Clearview Elementary, request for leave of absence for medical reasons, effective February 11, 2005 to approximately February 17, 2005. Mrs. Shaffer will be using paid leave prior to beginning uncompensated leave.

Marcie Temple, elementary library secretary, effective January 4, 2005 through approximately January 10, 2005. Mrs. Temple is requesting FMLA leave for serious health condition of a family member, effective January 7, 2005 to approximately January 10, 2005. Mrs. Temple will be using paid leave prior to beginning leave without pay.

- d) **Employment** – Board approval for the following employment items contingent upon the receipt of all necessary employment documents:

LPN Program Employee(s):

James Kirby, fulltime LPN instructor, effective upon completion of necessary employment paperwork. Rate of compensation will be \$50,279 pro-rated for the remainder of the 2004-2005 school year.

Professional Employee(s):

David Cataldo, Alternative Education teacher at the high school, effective date to be determined upon release from current employer. Rate of compensation will be Instructional II Step 16, \$58,669, prorated for the remainder of the 2004-2005 school year.

Classified Employee(s):

Laurie Beans, elementary secretary at Washington Elementary, effective January 24, 2005. Rate of compensation will be \$11.40 per hour.

Jacqueline Donohue, regular standing adult patrol at Hanover Middle School, effective January 7, 2005. Rate of compensation will be \$17.20 per day.

Matthew Gordon, student custodian at the middle school, effective upon completion of necessary employment paperwork. Rate of compensation will be \$6.25 per hour.

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Connie Hahn, personal assistant at Clearview Elementary. Change from part-time personal assistant to full-time personal assistant, effective December 21, 2004 as required by the student's IEP. Continued employment is contingent upon the needs as designated in the student's IEP. Rate of compensation will remain the same, however, Mrs. Hahn will now receive full-time benefits.

Jennifer Reese, regular adult patrol at Clearview Elementary PM route only, effective January 7, 2005. Rate of compensation will be \$8.60 per half day.

Norma Ruth, transfer from standing guard at Wilson and Moul Avenues to standing guard at Keagy Avenue and Broadway, effective January 11, 2005. Rate of compensation will remain the same.

Terry Williams, adult patrol at Washington Elementary. Rate of compensation will be \$17.20 per day.

Supplemental Employee(s):

Lisa Flemming and **Rebecca Conover**, shared middle school morning announcement position, effective for the 2004-2005 school year. Rate of compensation of \$414.00 will be shared at \$207.00 each.

Matthew Mowrey, Hanover Street Intramural #1, effective for the 2004-2005 school year. Rate of compensation will be \$414.00.

Debra Murren, Hanover Street Intramural #2, effective for the 2004-2005 school year. Rate of compensation will be \$414.00.

Debra Smith and **Eric Hartman**, shared middle school play director, effective for the 2004-2005 school year. Rate of compensation will be \$758.50 and \$604.00 respectively. Mrs. Smith was previously hired as the sole director but will now be sharing the position with Mr. Hartman.

Substitute Employee(s):

Frances Bagette, substitute teaching and personal assistant. Rate of compensation will be \$8.10 per hour.

Jennifer Buckley, substitute secretary, effective January 24, 2005. Rate of compensation will be \$8.10 per hour.

Wanda Geesey, substitute adult patrol, effective January 24, 2005. Rate of compensation will be \$16.50 per day. (**Ms. Geesey has declined this substitute position since approval for recommendation at the Personnel Committee meeting.**)

Eileen Senatore, Henry Senatore, Lisa Stahl, substitute teaching and personal assistants and lunchroom/playground supervisors. Rate of compensation will be \$8.10 per hour for all positions.

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Carmen Mills, extended substitute middle school English teacher, effective February 21, 2005 through the end of the 2004-2005 school year. Rate of compensation will be \$187.23 per day. Ms. Mills will be filling the maternity leave of Mrs. Angela Frey.

Michael McCarty, substitute teacher, effective December 13, 2004. Rate of compensation will be \$90.00 per day.

Wayne McIntyre, Jr., substitute teacher, effective immediately. Rate of compensation will be \$90.00 per day.

Mary McKim, extended elementary substitute teacher, effective February 24, 2005 to approximately March 10, 2005. Rate of compensation will be \$187.23 per day. Mrs. McKim will be covering the medical leave of Mr. Marlin Messinger.

Marilyn Shultz, extended elementary substitute teacher, effective February 1, 2005 for approximately six weeks. Rate of compensation will be \$187.23 per day. Mrs. Shultz will be covering the medical leave of Mrs. Mary K. Little.

Penny Shetter, substitute adult patrol, effective January 7, 2005. Rate of compensation will be \$16.50 per day.

Abby Zeigler, substitute custodian, effective immediately. Rate of compensation will be \$7.00 per hour.

Volunteer(s):

Tara Bahn, volunteer assistant track coach, effective for the 2004-2005 school year.

Alicia Slagle, volunteer unpaid technology externship. Miss Slagle will work under Mr. David Fry, technology coordinator, beginning mid-January and continuing for approximately three months to complete her externship.

e) **Conference(s)/Workshop(s)** – Board approval for the following conference(s)/workshop(s):

Shirley LeDane

NLNAC Site Visit
March 7-10, 2005
Omega, OK
Cost: paid by NLNAC

Carolyn Small

ACAPA Spring Conference
March 30 – April 1, 2005
Hershey, PA
Cost: \$420.00

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Jeweley Worley

10th Annual Food Service Director's Conference
April 12-13, 2005
State College, PA
Cost: \$295.00

f) **Vacancies:**

Business Education Teacher
Custodian - part-time

MS Intramurals – Boys' Basketball Program #'s 1-3

MS Intramurals – Girls' Basketball Program #'s 1-3

(NO BOARD ACTION WAS REQUIRED.)

Recommendation: Board approval of the Personnel Committee items is recommended.

3. **Curriculum and Technology Committee**

Background:

a) **Practical Nursing Program Annual Report – Information Item** – The Practical Nursing Program Annual Report for the 2003-2004 Fiscal Year was provided.

(NO BOARD ACTION WAS REQUIRED.)

b) **Technology Plan** – Board approval of the Technology Plan for 2005-2008. This plan covers the technology goals including:

- Technology integrated into curriculum and instruction to improve student achievement.
- Improved staff access to data for better instructional decisions and staff efficiency.
- Improved use of technology among staff, students and parents.
- District infrastructure continually updated and maintained to effectively use technology.

c) **High School Program of Studies** – Board approval of the High School Program of Studies for the 2005-2006 school year.

Recommendation: Board approval of the Curriculum and Technology Committee items is recommended.

4. **Budget and Finance**

Background:

- a) **2003-2004 Audit** – Mr. Craig Witmer from Smith Elliot Kearns, LLC gave highlights of the 2003-2004 financial statements, audit report, and single audit.

Board approval to accept the 2003-2004 financial statements including the audit report and single audit as presented.

- b) **Tax Collector Compensation – Discussion Item** – The Committee discussed the proposal for tax collector compensation for the next four years so that a resolution can be passed at the Board meeting. **(BOARD ACTION TO BE PRESENTED UNDER NEW BUSINESS.)**

- c) **Bids for 2005-06** – Board approval to solicit for bids for the following items:

- Athletic Items for 2005-06 (internal bid)
- General Supplies, Paper Supplies, and Art Supplies for 2005-06 (LIU Joint Purchasing Board Bid)

- d) **Budget Timeline Update – Information Item** - Mrs. Green reviewed the tentative timeline for the 2005-06 budget and highlighted some of the items of importance to the development of the budget. **(NO BOARD ACTION WAS REQUIRED.)**

- e) **Monthly Reports** – Board approval of the following reports for the months of November and December 2004:

- Tax Collector Report
- Treasurer's Report
- Investment Report
- Budget Expenditure Report
- Revenue Budget Summary
- Cafeteria Report
- Student Activities Reports

Recommendation: Board approval of the Budget and Finance Committee items is recommended.

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5. Buildings and Grounds Committee

Background:

- a) **Project Update – Information Item** - John Beddia, Crabtree, Rohrbaugh & Associates reviewed the project status and discussed the Act 34 documentation.

Mr. Tom Austin, principal of Transportation Resource Group, Inc. gave an update on the traffic study. **(NO BOARD ACTION WAS REQUIRED.)**

Recommendation: Board approval of the Building and Grounds Committee items is recommended.

END OF CONSENT AGENDA

APPROVAL OF CONSENT AGENDA

Mrs. Sunday made a motion to approve the Consent Agenda with the stipulation that the employment of substitute employee, Abby Zeigler be voted on separately. Seconded by Mr. Kauffman and passed on a roll call vote of 7 to 0.

Mrs. Sunday made a motion to approve the employment of Abby Zeigler as a substitute employee as presented. Seconded by Mr. Edwards and passed on a roll call vote of 6 to 0. Mr. Zeigler abstained from voting.

F. New Business

1. Superintendent's Report: Dr. Dillon

Dr. Dillon called everyone's attention to the new student artwork in the boardroom. Dr. Dillon offered commendation to Mr. Eric Hartman, HEA president, for the district's teachers dedication and hard work to the new district initiatives this year in the classroom: PSSA anchors, differentiated instruction, and content editing. She asked that they keep up the good work as it will benefit our students.

Dr. Dillon and administrators acknowledged Board members for School Director Recognition Month.

2. Personnel

- g) **Resignation(s)** – The Board was requested to approve the following resignation(s):

Classified Employee(s):

Christopher Costas, part-time custodian at Clearview Elementary, effective January 28, 2005. Mr. Costas wishes to remain on the substitute custodian list.

Peter Renzulli, maintenance craftsman II, effective February 4, 2005. Mr. Renzulli has obtained employment elsewhere.

BOARD ACTION:

Ms. Angelo made a motion to approve the resignations as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 7 to 0.

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

Classified Employee(s):

Elvira Stambaugh, lunchroom/playground supervisor at Clearview, request for uncompensated leave of absence for medical reasons, effective February 14, 2005 for approximately six weeks.

BOARD ACTION:

Ms. Angelo made a motion to approve the leave of absence as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 7 to 0.

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

Administrative Employee(s):

Robert Beaumont, assistant superintendent, effective date to be determined upon release from current employer. Rate of compensation will be as outlined in his contract.

BOARD ACTION:

Ms. Angelo made a motion to approve Mr. Beaumont's employment as presented. Seconded by Mr. Edwards and passed on a roll call vote of 7 to 0.

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Substitute Employee(s):

David Cookerly, substitute teacher, effective January 26, 2005. Rate of compensation will be \$90.00 per day.

Drue Hoffman, extended substitute Alternative Education teacher, effective January 26, 2005. Rate of compensation will be \$187.23 per day. Mr. Hoffman will be substituting until the new candidate begins employment.

Rose Waxler, substitute LPN instructor, effective immediately. Rate of compensation will be \$21.00 per hour.

BOARD ACTION:

Ms. Angelo made a motion to approve the employment items as presented. Seconded by Mr. West and passed on a roll call vote of 7 to 0.

- j) **Conference/Workshop** – The Board was requested to approve the following conference/workshop:

Sara Little National Art Education Convention
March 4-8, 2005
Boston, MA
Cost – not to exceed \$750 paid by the District

BOARD ACTION:

Ms. Angelo made a motion to approve the conference/workshop as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 7 to 0.

- k) **Other Business** – None

3. Curriculum and Technology

- d) **Fifth Grade Civil War Thematic Unit Exchange** – The Board was requested to approve those fifth grade students and teachers who participate fully in the fifth grade Civil War Encampment on Friday, May 6, 2005 and Saturday, May 7, 2005, to be excused from school on Monday, May 9, 2004. This permission will be granted subject to the execution of a non-precedent setting memorandum of understanding with the Hanover Education Association.

BOARD ACTION:

Mr. West made a motion to approve the fifth grade civil war thematic unit exchange as presented. Seconded by Ms. Angelo and passed on a roll call vote of 7 to 0.

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e) **Other Business** – None

4. **Budget and Finance**

f) **Tax Collector Compensation** – The Board was requested to approve a resolution which outlines the tax collector compensation for the next four years.

BOARD ACTION:

Mr. Kauffman made a motion to approve the tax collector compensation resolution as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 7 to 0.

g) **Sheridan Press Donation** – The Board was requested to approve a donation of \$2,500 from the Sheridan Press for use in graphic arts and graphic design and layout.

BOARD ACTION:

Mr. Kauffman made a motion to approve the donation as presented. Seconded by Mr. West and passed on a roll call vote of 7 to 0.

h) **Check Registers** – The Board was requested to approve the following check registers:

- General Fund including athletic, middle school, and senior high
- Building Project
- Cafeteria

BOARD ACTION:

Mr. Kauffman made a motion to approve the check registers as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 7 to 0.

i) **Other Business** – None

5. **Buildings and Grounds**

b) **Other Business** – None

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ADJOURNMENT:

The meeting was adjourned at 8:06 p.m.

Susan M. Green, Board Secretary

THE NEXT REGULARLY SCHEDULED BOARD MEETING IS FEBRUARY 22, 2005 AT 7:00 PM IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

sbs