

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

Tuesday, January 23, 2007

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: Mr. Baker, Dr. Daniels, Mr. Edwards, Mr. Kauffman, Mr. Scholles, Mrs. Sunday, Mr. West, Mr. Zeigler

Mr. Frederick arrived at 7:04 p.m.

Student Board Members present: Bakhtiar Shahid, Lyna Tran (Alternate)

Student Board Member absent: Elizabeth Sanders

Also Present -         Mr. Yingst, Dr. Dillon, Mrs. Green, Mr. Baksa, Mrs. Frock, Mr. Fry, Mrs. Gunnet, Mrs. Schoonover, Mr. Lehman, Mr. Klenk, Mrs. Pam Smith, Mr. Czap, Mr. Albin, Dr. Doll, Mr. Hershner, Mrs. LeDane, Ms. McDermitt, Mr. Stahlman, Dennis Fahey, Anthony Smith, David Ehrhart, Teresa Erdman, HEA; Dick Weaver, Jocelyn Chambers, WHVR; Ashley Andyshak, Gettysburg Times; Steve Marroni, The Evening Sun; Don Long, Barb Sanders, HEA; Jason Weigle, HEA; Jacki Gourley, middle school student; Brianna Bryson, middle school student; Nancy Fahey; Carroll Granger

The following from HPESPA: Debbie Sell, Diane Wagaman, Gillian Colley, Rebecca Ruppert, Linda Yowaiski

The following from Washington Elementary PTO: Shawn Klunk, Laura Silver, Andrea Hersh, Brad Hersh, Mitch Keeney, Jill Keeney, Mike Young, Mindy Young, Lisa Gallagher, Renee McDaniel, Richard Johnson, Tara Kauffman

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

2

### B. Recognition of Visitors and Public Comment:

Recognition of Visitors: Mr. John Beddia, of Crabtree, Rohrbaugh, and Associates, Architects, gave a presentation on the district's site plans and assessments for choosing the Moul Field/Doubleday site for the proposed new elementary school.

Mrs. Sunday facilitated a series of questions and answers regarding the presentation.

Public Comment: Mr. David Ehrhart, Mr. Dennis Fahey, Mr. Anthony (Tony) Smith, Mrs. Andrea Hersh, and Mrs. Jill Keeney spoke concerning the proposed building projects.

Mrs. Linda Yowaiski, HPESPA, commented on the lack of a contract for the support staff.

### C. Standing Committee Reports

**Policy Committee** – Sunday, Chair; Baker, Scholles – Mrs. Sunday stated that several policies are being presented for Board action.

**Negotiating Committee Classified** – Scholles, Chief Negotiator; Baker, Edwards, West – Mr. Scholles reported that the Committee is focusing on coming to an agreement.

**Negotiating Committee Professional** – Sunday, Chief Negotiator; Frederick, Kauffman, Zeigler – No report

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

**Recreation** - Scholles, Representative; Kauffman (Alternate) – Mr. Scholles announced that the next meeting is scheduled for January 25, 2007.

**PN Advisory** - Daniels, Representative; Edwards (Alternate) – Dr. Daniels reported that the 85<sup>th</sup> class had commencement ceremonies on January 11, 2007. Mrs. LeDane gave an update on standings of the current classes.

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

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

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

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

3

**Joint Wage Tax** - Edwards, Representative; Zeigler (Alternate) – Mr. Edwards reported that a meeting was held on January 22, 2007 and the next meeting is scheduled for February 26, 2007.

**Lincoln Intermediate Unit Insurance Trust** - Edwards, Representative, Green, Frock (Alternate) – Mr. Edwards stated that a meeting is scheduled for January 25, 2007.

**Lincoln Intermediate Unit Board of Directors** - Edwards, Representative; Sunday (Alternate) – Mr. Edwards announced that a meeting is scheduled for January 24, 2007.

**Legislative Liaison with Pennsylvania School Board Association** - Baker, Representative; Edwards (Alternate) – Mr. Baker stated that things are still tied-up with Act 1.

**Superintendent's Advisory Council (SAC)** – Frederick, Representative; Scholles (Alternate) – No report

**Student Board Members Report** – Sanders, Shahid, Tran (Alternate) – Mr. Shahid updated the Board on the academic and extracurricular events at the high school.

**Middle School Students Report** – Rebekah Cartwright, Jacquelyn Gourley, Brianna Bryson – No report (Students left prior to this segment.)

**D. Legal Report:** Mr. Yingst – No report

**E. Superintendent's Report:** Dr. Dillon

Dr. Dillon acknowledged Board members in honor of School Director Recognition Month.

Mrs. Schoonover gave a presentation on reading strategies at the high school.

**F. New Business**

**1. Minutes** –The Board was requested to approve the minutes of the December 5, 2006 Reorganization Meeting, the minutes of the December 5, 2006 regular Board meeting, and the minutes of the January 16, 2007 Special Board meeting.

### **BOARD ACTION:**

Mrs. Sunday made a motion to approve the minutes as presented. Seconded by Mr. Baker and passed on a roll call vote of 9 to 0.

## 2. Personnel

- a) **Retirements-** The Board was requested to approve the following retirements:

**Ralph Kuhn**, middle school math teacher, effective with the end of the 2006-2007 school year. Mr. Kuhn will retire with 40 years of service to the district.

**Cynthia Johnstonbaugh**, high school learning support teacher, effective with the end of the 2006-2007 school year. Mrs. Johnstonbaugh will retire with 14 years of service to the district.

### **BOARD ACTION:**

Mr. Scholles made a motion to approve the retirements as presented. Seconded by Mr. Baker and passed on a roll call vote of 9 to 0.

- b) **Resignations** – The Board was requested to approve the following resignations:

#### **Practical Nursing Program Employee:**

**James Kirby**, full-time LPN Instructor, effective December 8, 2006.

#### **Classified Employees:**

**Susan Belinko**, personal assistant at the middle school, effective December 29, 2006.

**Joyce Jenkins**, healthroom assistant, effective February 1, 2007.

#### **Supplemental Employee:**

**Connie Speck**, assistant high school musical producer, effective immediately. Mrs. Speck resigned prior to the position beginning.

#### **Volunteer:**

**William Barger**, volunteer assistant boys basketball coach, effective December 13, 2006.

### **BOARD ACTION:**

Mr. Scholles made a motion to approve the resignations as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

5

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

**Practical Nursing Program Employees:**

**Barbara Colehouse**, full-time LPN instructor, effective January 10, 2007. Rate of compensation will be \$42,482, prorated for time worked in 2006-2007. Mrs. Colehouse is currently a part-time instructor and will be transferring to a full-time position.

**Beverley Musselman**, part-time LPN Instructor, effective date to be determined. Rate of compensation will be \$25.00 per hour.

**Deborah Stabley**, full-time LPN Instructor, effective January 10, 2007. Rate of compensation will be \$45,595, prorated for time worked in 2006-2007.

**Classified Employees:**

**Tammy Bierkamp**, part-time custodian, effective date to be determined. Rate of compensation will be \$8.50 per hour.

**David Good**, full-time floater custodian, effective date to be determined. Rate of compensation will be \$9.01 per hour.

**Robert Myers**, part-time custodian, effective date to be determined. Rate of compensation will be \$8.50 per hour.

**Stephen Szekely**, part-time cafeteria worker, effective date to be determined. Rate of compensation will be \$9.18 per hour.

**Michelle Williams**, lunchroom/playground supervisor, effective December 12, 2006. Rate of compensation will be \$8.50 per hour.

**Substitute Employees:**

**Nicole Mehring**, long-term substitute teacher at the middle school, effective January 2, 2007. Rate of compensation will be \$37,454 prorated for the remainder of the 2006-2007 school year. Ms. Mehring will substitute during the maternity leave of Mrs. Heather Warner-Little.

**Rhonda Seibel**, extended substitute middle school teacher, effective November 28, 2006 to approximately January 5, 2007. Rate of compensation will be \$197.13 per day. Mrs. Seibel substituted during the medical leave of Mrs. Maureen Gregory.

**Patricia Waltman**, substitute cafeteria worker, teaching and personal assistant and clerical worker. Rate of compensation will be \$8.50 per hour.

# HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

6

**Jennifer Warnick**, extended substitute elementary teacher, effective tentatively March 6, 2007 through the end of the 2006-2007 school year. Ms. Warnick will substitute during the maternity leave of Mrs. Tessa Hilyard.

**Gregg Boehne, Rachel Booth, Kimberly Brock-McKinsey, Kate Colgan, Bonnie Fairchild, Joel Hill, Raymond Lawson, Wendy Livelsberger, Nicole Mehring Pam Nelson, Robin Saxon, Ryan Simons, and Jennifer Warnick**, day-to-day substitute teachers. Rate of compensation will be \$95.00 per day.

**Supplemental Employees:**

**Josephine Bookwalter**, high school assistant musical producer, effective for the 2006-2007 school year. Rate of compensation will be \$1,239.00.

**Susan Martz**, high school yearbook advisor, effective for the 2006-2007 school year. Rate of compensation will be \$1,573.00.

**Jason Weigle**, high school musical set builder, effective for the 2006-2007 season. Rate of compensation will be \$1,003.00.

**Volunteers:**

**James Abbott**, volunteer assistant girls basketball coach, effective immediately.

**Chad Klunk**, volunteer wrestling coach, effective upon completion of all required volunteer paperwork.

**Maintenance/Custodial Intern:**

**Kenny Miller**, maintenance/custodial intern, effective upon completion of all required employment paperwork through the end of the 2006-2007 academic school year. Rate of compensation will be \$6.25 per hour.

**BOARD ACTION:**

Mr. Scholles made a motion to approve the employment items as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

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

**Ralph Kuhn**      Wilson Wrestling Tournament  
**Jason Rice**      February 9-10, 2007  
Reading, PA  
Cost: \$928.41

**Kenneth Klenk**      Pennsylvania State Athletic Directors Annual Conference  
March 21-24, 2007  
Hershey, PA  
Cost: \$510.12

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

**January 23, 2007 Minutes**

7

**Holly Smith** Attendance/Child Accounting Spring Conference  
**Sara Smith** March 21-23, 2007  
Hershey, PA  
Cost: \$533.84

**BOARD ACTION:**

Mr. Scholles made a motion to approve the conferences/workshops as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- e) **Job Description Revisions** - The Board was requested to approve the following job description with changes as noted:

**Practical Nursing Program Coordinator/Financial Aid Officer**

**BOARD ACTION:**

Mr. Scholles made a motion to approve the job description revisions as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- f) **Leaves of Absence** – The Board was requested to approve the following requests for leave of absence:

**Walter Baldwin**, request for uncompensated leave of absence for restoration of health, effective January 10, 2007 for approximately six to eight weeks. Mr. Baldwin will use paid leave prior to beginning leave without pay.

**Joanne Gulden**, request for FMLA leave of absence effective February 5, 2007 to approximately April 27, 2007, not to exceed 12 weeks for FMLA. Should the leave extend beyond April 27, 2007 Mrs. Gulden is requesting an uncompensated leave of absence for restoration of health.

**BOARD ACTION:**

Mr. Scholles made a motion to approve the requests for leave of absence as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- g) **Memorandum of Understanding** – The Board was requested to approve the **enclosed** Memorandum of Understanding concerning on-line courses.

**BOARD ACTION:**

Mr. Scholles made a motion to approve the Memorandum of Understanding as presented. Seconded by Mr. Baker and passed on a roll call vote of 9 to 0.

**h) Vacancies**

Practical Nursing Coordinator/Financial Aid Officer  
Family and Consumer Science Teacher (half-day)  
Part-time Custodian (2 positions)  
Personal Assistant  
Computer Technician

**(NO BOARD ACTION WAS REQUIRED.)**

**i) Other Business – None**

**3. Curriculum and Technology**

a) **Board Policy** – At the request of the Board Policy Committee, the Board was requested to approve the final adoption of revisions to:

- Board Policy #001 Local Board Procedures (“Revised” date only)
- Board Policy #002 Authority and Powers
- Board Policy #003 Functions
- Board Policy #004 Membership
- Board Policy #004.1 Student Representation (“Revised” date only)
- Board Policy #005 Organization
- Board Policy #006 Meetings
- Board Policy #007 Distribution

and, final adoption of the following new policies:

- Board Policy #100 Strategic Plan
- Board Policy #113.2 Behavior Support Plan
- Board Policy #200 Enrollment in District
- Board Policy #207 Confidential Communications of Students
- Board Policy #235 Student Rights/Surveys
- Board Policy #236 Student Assistance Program

**BOARD ACTION:**

Mr. West made a motion to approve the final adoption of the revised policies and the final adoption of the new policies as presented. Seconded by Mr. Scholles and passed on a roll call vote of 9 to 0.

**HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING**  
**January 23, 2007 Minutes**

9

- b) **Board Policy** – At the request of the Board Policy Committee, the Board was requested to approve the tentative adoption of revisions to:
- Board Policy #103 Nondiscrimination
  - Board Policy #112 Guidance Counseling
  - Board Policy #115 Vocational Technical Education
  - Board Policy #216 Student Records

and, tentative adoption of the following new policy:

- Board Policy #146 Student Services

If approved, final adoption of the revised/new policies will be requested at the February Board meeting.

**BOARD ACTION:**

Mr. West made a motion to approve the tentative adoption of the revised policies and the tentative adoption of the new policy as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- c) **Other Business** – None

**4. Budget and Finance**

- a) **Anonymous Donation** – The Board was requested to approve an anonymous donation in the amount of \$707. A note which accompanied the donation requested that the money be used toward the health benefit of students in need.

**BOARD ACTION:**

Mr. Kauffman made a motion to approve the anonymous donation as presented. Seconded by Mr. West and passed on a roll call vote of 9 to 0.

- b) **Act 1 Discussion Item** – Mrs. Green discussed immediate requirements of Act 1 with the Board. **(NO BOARD ACTION WAS REQUIRED.)**

- c) **2007-2008 Budget for Display** – The Board was requested to approve the budget to put on display prior to preliminary adoption on February 13, 2007.

**BOARD ACTION:**

Mr. Kauffman made a motion to approve the budget to put on display as presented. Seconded by Mr. Scholles and passed on a roll call vote of 8 to 1. Mr. Baker voted negative.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

10

- d) **Advertisement Concerning Act 1 Resolution** – The Board was requested to recommend the advertisement concerning an Act 1 Resolution prior to the Resolution adoption on February 13, 2007 or later (no later than March 13, 2007).

### **BOARD ACTION:**

Mr. Kauffman made a motion to approve the advertisement concerning an Act 1 Resolution as presented. Seconded by Mr. Baker and passed on a roll call vote of 9 to 0.

- e) **Budget Exceptions** – The Board was requested to authorize the board secretary to file for any and all available exceptions for the 2007-2008 budget.

### **BOARD ACTION:**

Mr. Kauffman made a motion to authorize the board secretary to file for any and all available exceptions for the 2007-2008 budget. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

- f) **Bids for 2007-2008** – The Board was requested to approve the solicitation for bids for the following items:

- Athletic Items for 2007-2008 (internal bid)
- General Supplies, Paper Supplies, and Art Supplies for 2007-2008 (LIU Joint Purchasing Board Bid and internal bid)
- Musical Instruments for 2007-2008
- Custodial Supplies for 2007-2008 (internal and LIU Joint Purchasing)

### **BOARD ACTION:**

Mr. Kauffman made a motion to approve the solicitation for bids as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 9 to 0.

- g) **Correction of Meeting Dates** – The Board was requested to approve the following meeting dates of the School Board for the month of April 2007:

April 24, 2007	7:00 p.m. in the boardroom of the administration building
April 18, 2007	<b>No meeting</b> (this date was listed in error on the reorganization meeting agenda)

### **BOARD ACTION:**

Mr. Kauffman made a motion to approve the correction of the meeting dates as presented. Seconded by Mr. Baker and passed on a roll call vote of 9 to 0.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

January 23, 2007 Minutes

11

h) **Monthly Reports** – The Board was requested to approve the following reports for the months of November 2006 and December 2006:

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

### **BOARD ACTION:**

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

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

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

### **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 9 to 0.

j) **Door Replacement Hardware** – The Board was requested to award the door replacement hardware bid to Independent Hardware, Inc. for \$10,069.68.

### **BOARD ACTION:**

Mr. Kauffman made a motion to award the door replacement hardware bid as presented. Seconded by Mr. Frederick and passed on a roll call vote of 9 to 0.

k) **Other Business** – None

**5. Buildings and Grounds Committee**

a) **Other Business –**

**BOARD ACTION:**

Mr. Frederick made a motion to authorize the appropriate officers of the Board to sign the pleadings to be prepared by legal counsel to appeal the denial of the land development plan by the Hanover Borough Council for the new elementary school on the Doubleday site. Seconded by Mr. Kauffman and passed on a roll call vote of 9 to 0.

Mrs. Sunday announced that an Executive Session to discuss legal matters would immediately follow the Board meeting.

**ADJOURNMENT:**

The meeting was adjourned at 9:29 p.m.

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Susan M. Green, Board Secretary

**THE NEXT REGULARLY SCHEDULED BOARD MEETING IS FEBRUARY 13, 2007 AT 7:00 PM IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**