

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

**Monday, January 14, 2008**

**6:00 P.M.**

**Opening Business**

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:00 P.M. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call

Board Members: Mr. Baker, Mr. Bortner, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. West  
Members absent: Mr. Kauffman, Mr. Zeigler (arrived at 6:43)

Student Board Members: Bakhtiar Shahid, Lyna Tran

Also Present: Mr. Stahlman, Mrs. Brown, Mr. Albin, Mr. Hershner, Mrs. Frock, Dr. Doll, Mr. Krout, Mrs. McDermitt, Mr. Wentz, Mr. Lehman, Mr. Czap, Mrs. Dubbs, Teresa Erdman, HEA; Barbara Jenkins, Ted Jenkins, Linda Yowaiski, HPESPA; Dr. Michael Thew, LIU; Heather Faulhefer, Evening Sun.

**Recognition of Visitors and Public Comments**

Theodore Jenkins spoke regarding the possibility of starting a mentoring program in our school district. He has been a mentoring coordinator for many years at another school district. Mentoring would touch lives. They listen and share thoughts. They would meet once a week on school time. There would be no additional costs to the school. Dr. O'Connor wondered whether we have any mentoring programs in place now. In the Middle School mentoring is done through the guidance department. In elementary schools the counselor coordinates Helpful Hawks for new and struggling students. At the High School it is done through Internship, D.O, and Intro to Manufacturing. They connect with adults outside the school. Many Board members expressed their interest in having a mentoring program started. The Superintendent and Assistant Superintendent will meet with Mr. Jenkins to see what they can do to merge together.

Teresa Erdman stated that the HEA and HPESPA will hold a board meet and greet open house for them on February 4 from 5:00 – 6:00 P.M. at All Saints Church. They should be getting an invitation in the mail very shortly.

**Approval of Minutes from Past Meetings**

The Board was requested to approve the minutes of the Board Meetings December 19, 2007, and January 2, 2008.

Dr. O'Connor commented that instead of his sending his recommendations for hiring to Board Policy Committee he wanted the recommendations tabled until a future meeting.

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Mr. West made a motion to approve the minutes as amended. Seconded by Mr. Baker and passed on vote of 7-0.

### Committee Reports

Policy Committee – Doug West reported the committee will meet on Wednesday, January 16, at 4:00 P.M.

Recreation – No Meeting, No Report

Practical Nursing – Mike Baker reported that the graduation ceremony was held on Thursday evening for the 87<sup>th</sup> graduating class. Art Smith and Mike Baker attended. Mary Brown stated that 19 students graduated. They took mock state boards and they scored well above the national average. Most of the class already has jobs. The 88<sup>th</sup> graduating class has 27 students. They will be assisting the district with the Wellness Day that is scheduled for Monday, January 21. The 89<sup>th</sup> graduating class has 26 students and students starting in July are full. There was a question as to how many students live in Carroll County. Mrs. Brown thought that approximately 25% are residents of Carroll County in this graduating class. The graduates they spoke with were really impressed with the program.

Wage Tax – Lamar Bortner reported that a meeting has been rescheduled for February 4. He has been speaking with Leroy Wentz and Troy Wentz to learn how the system works and tax locations.

Superintendent's Advisory Committee – They will be meeting in February.

Moul Field – The Board will be having an executive session after tonight's meeting. The negotiations have been friendly so far.

Legislative – The State Legislature have reconvened starting today.

Student Board Members' Report - Midterms are now taking place this week. They will be having a winter formal dance on Saturday at 7:30 P.M.. The Battle of the Bands will be held on January 26 from 6:00-8:00 P.M. The cost is \$5.00. Last year they raised over \$3,000. Senior night for wrestling will take place on Tuesday, January 15.

### Superintendent's Report

The Pennsylvania Department of Education has honored Clearview Elementary, Hanover Street Elementary and Washington Elementary Schools in the Hanover Public School District with a Keystone Achievement Award in recognition of the school's outstanding academic performance.

The Keystone Achievement Award is given to a public school that has achieved adequate yearly progress for two consecutive years. This year's award is for meeting AYP standards in the 2005-06 and 2006-07 school years. AYP is determined in part by a school's performance on the Pennsylvania System of School Assessment, the standardized test given annually to students in grades 3-8 and 11. This is Clearview's second, Hanover Street's first, and Washington's second Keystone Achievement Award.

### Legal Report

Mr. Yingst has received a proposal from the Borough regarding Moul Field. He didn't get a chance to check it over thoroughly but he has a few changes to make. The Charter School hearing was last Monday night. They are currently reviewing the materials and waiting for answers to questions submitted by Gettysburg School District. The school district has 45-75 days to make a decision.

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**Standing motions regarding personnel**

**Resignation** – The Board was requested to approve the following resignations:

**Classified Employee:**

**Kathleen McLane**, full-time cafeteria worker, effective January 4, 2008.

**Substitute Employee:**

**Jeffrey Little**, day-to-day substitute teacher, effective January 1, 2008.

**DISCUSSION:**

There was a question as to how many years Ms. McLane had served the school district and why we are getting so many turnovers. Mr. Baker made a suggestion that we get reasons why someone leaves the district so we can make changes if necessary. They would like to see employees recognized at certain stages and would like an exit interview.

**BOARD ACTION:**

Mrs. Lingg made a motion to approve the resignations as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 7-0.

**Leave of Absence-** The Board was requested to approve the following leave of absence:

**Stephen Little**, high school social studies teacher, medical leave of absence effective January 23, 2008 to approximately February 11, 2008. Mr. Little will be using paid leave during his absence.

**BOARD ACTION:**

Mrs. Lingg made a motion to approve the leave of absence as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 7-0.

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

**Classified Employee:**

**Joseph Mahone**, head custodian, effective January 7, 2008. Rate of compensation will be \$12.43 per hour.

**Substitute Employees:**

**Regina Biddle, Marybeth Norton and Edward Reiner**, day-to-day substitute teachers, effective January 3, 2008. Rate of compensation will be \$95.00 per day.

**Alexis Folmer**, long-term substitute elementary teacher, effective February 4, 2008, through the end of the 2007-2008 school year. Rate of compensation will be Instructional I, Step 1, prorated for time worked. Ms. Folmer will be substituting during the maternity leave of Mrs. Kelly Ulsh.

**Eva Hess**, extended substitute guidance counselor, effective January 14, 2008. Rate of compensation will be \$202.61 per day. Ms. Hess will be substituting during the leave of Mrs. Sandy Chase.

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## Supplemental Employees:

**David Albright**, assistant varsity softball coach, effective for the 2007-2008 season. Rate of compensation will be \$1746.00.

**Zachary Wentz**, maintenance/custodial intern, effective January 14, 2008, through the end of the 2007-2008 academic school year. Rate of compensation will be \$7.15 per hour.

Mr. Zeigler arrived at 6:43 P.M.

## **DISCUSSION:**

Dr. O'Connor questioned why Mr. Mahone was hired before Board approval. Hiring should be pending board approval. Mr. Smith stated that a special meeting could be called if really needed. Mr. Bortner wondered whether we interviewed from the inside too. The current employee should be given a little extra edge. Mrs. Smith agreed with Mr. Bortner and felt that the current employee should be given reasons why they did not get the job and ways they could improve. The job was posted for current employees to apply. There was a question as to the reason internal employees were not hired. A personal phone call is given if the employee is not hired. In regard to the supplemental employees we currently have 65 substitutes. Some of the substitutes are working for five to six different school districts. The Board felt that we could hire substitutes prior to Board's approval but permanent employees should not be hired ahead of time. Zachary Wentz is a co-op student at the High School with Mr. Harnish. He will be hired in the maintenance department as in previous years where he will learn life-long skills. Mr. Baker noted that there has been six terminations of employment since the new board started office. Dr. O'Connor made a motion that no regular full-time or part-time employee shall commence his/her services within the district until officially hired by the school board. Seconded by Mr. Baker. The motion was withdrawn because it was felt that this should be sent to policy committee on Wednesday.

## **BOARD ACTION:**

Mrs. Lingg made a motion to approve the employment items as presented. Dr. O'Connor seconded the motion and passed on a roll call vote of 8-0.

## **Standing motions regarding finance**

**Proposed Preliminary Budget 2008-2009** - The Board is requested to approve the 2008-2009 Proposed Preliminary Budget with expenditures totaling \$25,905,574 and a millage rate increase of .77 mills (index).

## **DISCUSSION:**

Troy Wentz commented that if approved it would meet the timeline established by the state. If approved tentatively prior to January 23, there wouldn't be a referendum question on the primary election ballot for tax increase larger than the index. A presentation will be made at the board meeting on February 11 in regard to the debt of the district. Dr. O'Connor noted that the projected income would be about \$24 million and the expenses about \$25 million which would leave a 1.1 million deficit. We would have to borrow money to meet budget and have to pull from our reserves.

## **BOARD ACTION:**

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Dr. O'Connor made a motion to accept the proposed preliminary budget as presented. Seconded by Mrs. Smith and passed on a roll call vote of 8-0.

**Budget Exceptions** – The Board was requested to authorize the board secretary to file for any and all available exceptions for the 2008-2009 budget.

## **BOARD ACTION:**

Mr. Baker made a motion to accept the budget exception as presented. Seconded by Mr. Zeigler and passed on a roll call of 7-1. Dr. O'Connor cast the negative vote.

**Bids for 2008-2009-** The Board was requested to approve the solicitation for bids for the following items:

Athletic items for 2008-2009 (internal bid)

General supplies, Paper supplies, and Art Supplies for 2008-2009 (LIU Joint Purchasing Board Bid)

Musical instruments for 2008-2009 (internal bid)

Custodial supplies for 2008-2009 (internal and LIU Joint Purchasing Board Bid)

## **DISCUSSION:**

Dr. O'Connor wondered if they could see spread sheets and see if the bids really do work. They would like to see in the report the number of bids we receive per item. They will be coming up for approval later.

## **BOARD ACTION:**

Mr. Smith made a motion to accept the solicitation of bids as presented. Seconded by Mr. Baker and passed on a roll call vote of 8-0.

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

General Fund including athletic, middle school and high school activity accounts, Building Project, Cafeteria and Capital Reserve (**enclosures**)

## **DISCUSSION:**

Mr. Smith notes the costs for Charter School and Cyber School and wondered how many students are currently using these. It was thought that it was 31 students. The cost is \$9,000 per student and \$19,000 for special education students. Mr. Baker raised a question about the cost for RBC Capital Markets. Someone will be coming to the Board Meeting February 11 to explain in detail.

## **BOARD ACTION:**

Mrs. Smith made a motion to accept the check registers as presented. Seconded by Mr. Baker and passed on a roll call vote of 8-0.

**LIU General Operating Budget** – The Board was requested to approve the 2008-2009 General Operating Budget of Lincoln Intermediate Unit # 12 as follows: (**enclosure**)

2008-2009 General Operating Budget	\$9,206,985
Percentage Increase over 2007-2008	4.96%
Estimates:	
Hanover Public School District Share	\$16,798

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Share Increase over 2007-2008

4.40%

## **DISCUSSION:**

Dr. O'Connor wondered if some of our ES students graduated whether figure would decrease. Mr. Thew from the LIU said it was based on the index and based on 15 students. No student can be denied services in order to save money. Mr. Baker questioned why the HR went up. Mr. Thew stated that the LIU went into the fingerprint business because of new mandates for clearances. The LIU provides services for professional development and drug free and reading apprenticeship which is not fully funded. They generate their own funds. Mr. Thew thanked Dr. Dillon for helping with the budget along with other superintendents and Troy Wentz for being on the Lincoln Benefit Trust committee.

## **BOARD ACTION:**

Mr. Smith made a motion to accept the LIU general operating budget as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 8-0.

**Tax Refund Request** – The Board was requested to approve a tax refund for the Hanover Area Council of Churches for the partial year of 2006 (\$368.49) and the entire year of 2007 (\$2,766.69) for its property at 138 Carlisle Street, Hanover, PA. (**enclosure**)

## **DISCUSSION:**

Mr. Smith wondered if the Borough refunded back taxes. Dr. O'Connor noted that the property was enlarged to be used as a shelter to serve the poor in our community. Mr. Yingst stated that the process to get tax exempt status is a long process and takes a while to get through.

## **BOARD ACTION:**

Dr. O'Connor made a motion to approve the tax refund request as presented. Mr. Baker seconded the motion and passed on a roll call vote of 8-0.

## **Old Business**

**BOARD POLICIES** – The Board was requested to approve the tentative adoption of revisions to:

- Board Policy #002 Authority and Powers
- Board Policy #003 Functions
- Board Policy #004 Membership

and, tentative adoption of the following new policy

- Board Policy #000 Board Policy/Administrative Regulations

(this section requires 2/3 affirmative votes):

## **BOARD ACTION:**

Dr. O'Connor made a motion to bring the policies from the table. Seconded by Mr. Baker and passed on a roll call vote of 8-0. He made a recommendation on policy 000 we amend the last paragraph of section 3 and the last phrase of section 5. It states "Administrative regulations are not part of board policy and may be altered by administration without board action. Administrative regulations may not conflict with board Policy or applicable law". There are two similar sentences one at the first paragraph of section three. The last sentence reads "The Board shall determine the final interpretation of its

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policies and the Administration shall determine the final interpretation of its regulations” and there is a phrase in section 5 in ascertaining the intention of the board in adopting policy or in the administration in establishing regulations that are not approved by the Board. Dr. O’Connor made a motion that these changes be made. Seconded by Mrs. Lingg.

### **DISCUSSION:**

Mr. West stated that this was recommended by PSBA. The administration would address changes. The Board can review. Administrative regulations do not need to be pre-approved by the Board and that they should follow policy. Dr. O’Connor cited policy 215 Promotions/Retentions as an example where the policy does not match regulations. Mr. Zeigler said that regulations may not conflict with policy. Mr. West felt that the changes could be made to regulations. The Board may review and alter. Mr. Zeigler stated that policies are usually developed by a committee. How the policy is implemented is determined by the Administration. Mr. West felt that the Board would be overstepping their bounds if they started writing Administration regulations. That should be left to the Administration. The Administration is to implement policy and regulations and run the district. Mr. Bortner felt that changes should be made since it isn’t working real well right now. The general population is not liking what is happening in our school district. Mr. West felt that there are inconsistencies in policy and regulations and that they should match.

### **BOARD ACTION:**

Mr. Smith made a motion that the section be changed as follows: Administrative regulations are written based on board policy and may be altered by the administration with board approval. Seconded Mr. Baker and passed on a roll call vote of 6-2. Mr. West and Mr. Zeigler cast the negative votes.

### **DISCUSSION:**

Mr. Smith stated that section 3 should be left as presented. Mr. West said they were approved and then read again. Mr. Zeigler stated that administration could not enforce until Board approved. Dr. O’Connor felt that it cleans up cloudy phrase.

### **BOARD ACTION:**

Dr. O’Connor made a motion to change the wording on policy 002 in section 2 “may be reviewed by the board” to “shall be proposed by the superintendent and approved by the Board”. Seconded by Mr. Baker and passed on a roll call vote of 6-2. Mr. West and Mr. Zeigler cast the negative votes.

### **DISCUSSION:**

In regard to policy 004 “no member of Board may attend a meeting at Board expense without Board approval”. Mr. Zeigler felt that someone might want to go to a meeting with short notice and not be able to get board approval before the meeting.

### **BOARD ACTION:**

Mr. Baker made a motion that policy 004 to be changed to read “No member of the Board may be reimbursed for a meeting at Board expense without Board approval”. Mrs. Smith seconded the motion and passed on a roll call vote of 8-0.

Dr. O’Connor made a motion to accept the tentative adoption of the four policies with the amendments made and placed for final adoption at the February 25<sup>th</sup> meeting. Seconded by Mr. Baker and passed on a roll call vote of 7-1. Mr. West cast the negative vote.

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Dr. O'Connor made a motion to bring to the table the hiring policy that was proposed at last month's meeting. Mrs. Lingg seconded the motion.

### **DISCUSSION:**

Mrs. Smith questioned the part about using a personality screener.

Mrs. Frock presented what hiring process is currently being used at the present. At the time of a termination an evaluation is done as to whether the job is really needed. In regard to a personal assistant it is based on a student needs. When there is an opening in cafeteria, for example, they look at whether the work times need to be changed. According to the union contracts, we must advertise for 10 days for a classified employee and 5 days for professional employees. We advertise internally, on our website, and every space that is free to advertise on. To advertise in the Evening Sun it would cost approximately \$700-\$1,000. Usually for teacher positions over 100 applications are received. We also advertise in PA Educator, PDE Tips, School Leader News, college websites, Career Links, and Professional publications. She checked into the personality screening and as of now no training is available. The initial cost would be \$5,000 and would cost \$2,000-\$3,000 for training. According to the classified contract internal candidates must be interviewed. A formal reference check is made with 2-3 references along with a past employer. We have hired summer workers that are relatives of employees. She does an exit interview which is one on one. Sometimes in the resignation letter a reason is given for their leaving our district.

Mr. Baker inquired who site visits are completed for. It was stated it was just administration.

Dr. O'Connor thought that we should put these practices into policy.

Mrs. Frock thought it should be reviewed at policy committee. She would like to see other school board's policy. Mr. West questioned the word concerns in the recommendation.

### **BOARD ACTION:**

Mr. Smith made a motion to send the hiring process to the policy committee. Seconded by Mr. Baker and passed on a roll call vote of 8-0.

### **New Business:**

Mr. Bortner made a motion that we create a definitive regulation and annual report that spells out a five-year maintenance plan for buildings, grounds, and equipment. Address work done or needed to be done. Attention should be paid to the value, either appreciation or depreciation of buildings, grounds, and equipment so that replacement costs can be determined long before an item has reached the end of its useful life. A report should be made annually to the Board at the first May meeting. Seconded by Mr. Baker and passed on a roll call vote of 8-0.

### **DISCUSSION:**

Mr. Wentz stated that there is an inventory done for anything over \$1000.

Dr. O'Connor called for the Board to discuss concerns or beliefs with regard to the high school curriculum. Dr. Dillon stated that she hasn't had a chance to look at the concerns and that it should be something to be discussed with the High School principal and administration. Every year a new course of study is presented to the Board. Dr. O'Connor made a motion to read the motion.



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## **BOARD ACTION:**

Mr. Smith made a motion to table until High School presents their curriculum to the Board. Seconded by Mr. Baker and passed with an 8-0 vote.

Dr. O'Connor felt the high school should increase electives, cut down on required courses, give an alternative means for physical fitness, and ability to graduate early.

Mrs. Lingg visited Dr. Dillon with questions that were raised by Mr. Shell at the reorganization meeting last month. She spoke with Mr. Shell but felt that if someone raises questions at a board meeting they should get a written response.

Mr. West stated that he and Mr. Smith have been meeting regarding Washington Elementary. We may have the architect to speak at our January 28 Board Meeting but not sure yet. They walked through Washington with the facilities manager and the principal of Washington and got some input.

There will be a budget meeting for Monday, January 21, beginning at 6:00 P.M.

## **Informational Items**

Clarification of Meeting Schedule for Advertisement (**enclosure**)

## **DUSCUSSION:**

The 2008 meetings will be held as presented. The Monday following Easter, March 24, will be a regular Board Meeting. Because of Memorial Day, the Board Meeting will be Tuesday, May 27. As of now there will still be two meetings during the summer months. The reorganization meeting for December 1 is fine.

## **Next meeting date:**

The next meeting will be Monday, January 28, 2008, at 6:00 P.M. in the Boardroom.

## **Adjournment:**

The meeting was adjourned at 9:13 P.M.