

**Hanover Public School District  
Board of Directors Meeting  
Minutes**

**Monday, March 24, 2008**

**Executive Session for Personnel & Legal**

**5:00 P.M.**

**Opening Business**

**6:00 P.M.**

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:07 P.M.

Pledge of Allegiance

Roll Call

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

Student Board Members: Bakhtiar Shahid, Lyna Tran

Also Present: Mr. Klenk, Mr. Albin, Mr. Stahlman, Ms. McDermitt, Mr. Hershner, Mr. Wentz, Mr. Lehman, Mrs. Brown, Mrs. Frock, Dr. Krout, Dr. Doll, Mrs. Dubbs, Mrs. Smith, Mrs. Schoonover, Penny Ritter, HEA; Meagan Stitt, HEA; Linda Yowaiski, HPESPA.

**Recognition of Visitors and Public Comments - None**

**Approval of Minutes from Past Meetings**

The Board was requested to approve the minutes of the Board Meetings March 3, 2008, and March 10, 2008. (enclosure)

**BOARD ACTION:**

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

**Committee Reports**

York School of Technology – Zeigler, Chair; West (Alternate) - Mr. Zeigler answered the questions from Mr. Baker regarding the York School of Technology Budget. Adult and Continuing Education will begin April 10. There will be a car show on April 12 featuring the welding society students. On April 29 from 4-6:30 P.M. there will be an orientation at York School of Technology for Board Members. From 6:30-7:30 P.M. there will be a buffet. From 7:30-9:00 P.M. there will be a tour of the new building.

Recreation – Lingg, Chair; Kauffman (Alternate) – There was a motion made to approve all three elementary schools be used for the summer recreation program. Dr. Mowery suggested that the paperwork be completed and create a waiver before taking Board action regarding this. The motion was tabled.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

2

PN Advisory – Baker, Chair; A. Smith (Alternate) - Mr. Baker gave a report on the status of current classes. Mrs. Brown reported that every eight years the nursing program needs to be accredited and it is due this October. AES loans already existing will continue.

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

Meet & Discuss Classified – D. Smith, Chair; Baker, O’Connor

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

Mr. Smith stated that PSBA is offering three classes regarding collective bargaining.

Joint Wage Tax –Bortner, Representative; Zeigler (Alternate) – No report

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate) – No report

Legislative Liaison with Pennsylvania School Board Association – Baker, Representative; A. Smith (Alternate) – Chapter 16 in regard to gifted. They can now monitor districts and districts have to respond to any deficiencies. The process is now in place for parents to file complaints. He reported that 89 out of the 510 school boards in Pennsylvania have voted against graduation testing.

Superintendent’s Advisory Council – A. Smith, Chair; O’Connor (Alternate) – No report

Policy Committee – West, Chair; A. Smith, Baker – They are revising the process of the policy committee. It will be streamlined around Board members, Superintendent, Assistant Superintendent, and appropriate staff. The changes will be circulated to the staff for comment and back to the small committee for reading. In regard to the hiring policies the policies will be presented to the committee and then to the Board. If you have a policy to be addressed, either e-mail Mr. West or Dr. Mowery so they can address. They feel it will be more efficient and still involve other staff. The next meeting will be held on April 2.

Moul Field Negotiating Committee – A. Smith, Chair; Lingg, O’Connor, West – They met with the Borough. A committee was formed on what our uses will be. The members include Mrs. Lingg, Mrs. Smith, Mr. West, Mr. Smith, Mr. Stahlman and/or Mr. Klenk.

**Student Board Member Report** – A spring pep rally was held. A recent activity was the Bloodmobile. There will be a musical entitled “Something’s Afoot”. They were asked their opinion on the Civil War Encampment. Both student board members felt that they learned a lot through the experience. It was a good learning experience. It was hands on and was much better than reading a book about it. They liked it very much.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

3

**Legal Report** – Mr. Yingst reported regarding the expulsion hearing on March 13. The incidents were level three violations. The first violation was for terroristic threats to another student. Mr. Baker made a motion that the student be found guilty of making terrorist threats to another student. Seconded by Mrs. Lingg. The motion failed on a roll call vote of 1-5. Mr. Baker, Mrs. Lingg, Mr. Smith, Mr. West and Mr. Zeigler cast negative votes. Mr. Bortner, Dr. O'Connor and Mrs. Smith were not present at the hearing so they were unable to vote.

The second violation was for possession of a weapon or a look a like weapon on school property. Mr. Baker made a motion that the student be found guilty of possessing a weapon or a look a like weapon on school property. Seconded by Mr. Kauffman and passed on a roll call vote of 6-0. Mr. Bortner, Dr. O'Connor and Mrs. Smith were not present at the hearing so they were unable to vote.

### **Superintendent's Report – Dr. David Mowery**

The principals from the elementary schools outlined some of the community programs they conduct including Feed a Friend, sub fundraiser for employee, soda tabs, canned food drive, pennies for Caring Hearts. They received donations from local organizations including McDonalds and Weis Markets during PSSA testing for breakfast and snacks. The High School supports God's Meal Barrel, Red Cross, meals to needy, St. Judes, pennies for patients, to name a few. They are currently conducting a blood drive. This year 16-year olds may also participate. Duck day is coming where High School students will visit the elementary schools and help students assemble a walking duck. They are working on updating the handbook so that it is in alignment with policy.

Dr. Doll spoke regarding the Strategic Plan and that the Board will be appointing two to three members of the Board to be representatives. Included in the Strategic Plan will be the mission, beliefs, and sub categories of technology plan, special education plan, chapter 4, Teacher Induction and Professional Development.

Mrs. Smith stated that the Middle School is working on PSSA test preparation with teacher collaboration and practice tests. Some upcoming events will be a PTO dance and a parent-chaperoned skating party on April 7<sup>th</sup> and 8<sup>th</sup>.

Mrs. Frock noted that on tonight's agenda is the employment of two new secretaries and two retirements.

Mr. Wentz noted that our variable rate bonds are okay. There was a question as to the insurance company that backs bonds. FSA is not affected by that. The two to three percent interest rate range has stayed. Dallastown School District has been but it was noted that they have saved ten million dollars over the life of the bond hit because they used a different bond insurance company.

Dr. Mowery noted that Board members were given information on a School Design Conference. He knew people that attended in the past and they were found to be very useful. If anyone is interested in attending, please let Dr. Mowery know.

Board packets will be given out the Wednesday before the next meeting in order for Board members be given extra time to take a look at the Budget information.

### **Facility Improvement "A Plan to Plan" (enclosure) – Dr. Mowery**

The Facilities Improvement Plan will be voted on later in the meeting. We will be looking at student enrollment as well as programs like special education, and ELL. A plan will be submitted addressing some issues that should not be tolerated including roofs and chiller units which would come under Capital Improvement. Dr. O'Connor felt that on April 21 the Board should look at the five-year plan. Dr. Mowery stated that Mr. Stahlman has started a three-year plan. Mr. Zeigler felt that we should take care of the students first. The prior Board looked at current facilities and wanted to move the stadium to the High School/Middle School Complex. Mr. Bortner stated that local businesses are willing to make commitments to help. Mr. Smith

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

4

felt he needed to see the cost numbers to make it real. Dr. Mowery stated that we will have the numbers on April 14. He is confident that the Board wants to do something, be student oriented and fiscally sound.

### District Management Software (**enclosure**) – Mr. Fry & Mr. Wentz

Mr. Fry stated that we had Tenex for five years. Firefly was written for the student side. For the business and human relations side Tenex is still used. The maintenance costs have gone up since Harris bought them out. They are still using the older style platform since they have never improved. Mr. Wentz stated that the staff looked at three software companies. Central Susquehanna Intermediate Unit was the choice they came up with. Spring Grove and Dover School Districts are currently using this and they supplied very positive feedback. The maintenance costs are significantly lower. Mr. Bortner wondered if we received copyrights on Firefly and that the school should apply. Dr. O'Connor stated that if everything was done electronically we could save a lot of time and people. Mr. Wentz stated that the auditors still need the paper documents. Dr. O'Connor made a motion to investigate the sharing of services with other districts. Seconded by Mr. Baker and passed on a vote of 9-0. Mr. Smith wondered if the company could guarantee the cost. Mr. Wentz stated that it is owned by the IU and is a very stable environment. Mr. Smith wondered if it was combatable with every building. Mr. Fry stated that every building would be able to use it. Mr. West felt that we could maybe sell Firefly in order to make money. Other school districts could benefit from the program. Mr. Bortner made a motion to seek information on copyrighting Firefly. Seconded by Mr. Baker and passed on a vote of 9-0.

### Information regarding Act 1 Exceptions Submitted by District – Mr. Wentz

Mr. Wentz stated that our exception was denied because the proposed preliminary budget would have needed to be passed at the index plus the amount of millage associated with the exception and that exceptions seem to be on the way out.

## Personnel

**Retirements-** The Board was requested to approve the following retirement:

**Patricia Russell**, Reading Specialist, retirement effective June 9, 2008, the end of the 2007-2008 school year. Mrs. Russell will be retiring with 37 years of service with the Hanover Public School District.

**Priscilla Wolff**, Reading Specialist, retirement effective June 9, 2008, the end of the 2007-2008 school year. Mrs. Wolff will be retiring with 35 years of service with the Hanover Public School District.

### **DICUSSION:**

Mr. West stated that Mrs. Russell was a direct help to his son. She has been a wonderful asset to our school district and wishes them both well.

### **BOARD ACTION:**

Dr. O'Connor made a motion to accept the retirements as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

**Resignation -** The Board was requested to approve the following resignation:

**Caroline Storm**, Health Room Assistant, effective March 25, 2008, for personal reasons. Mrs. Storm has requested to remain on the substitute list.

**HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION**

**March 24, 2008**

5

**BOARD ACTION:**

Dr. O'Connor made a motion to accept the resignation as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

**Furlough-** The Board was requested to approve the following furlough:

**Connie Hahn**, Personal Assistant, effective March 27, 2008. Mrs. Hahn's student has moved out of the district. Personal Assistants are hired and they are informed that their continued employment is based on the needs as designated in the student's IEP. Ms. Hahn has requested to remain on the substitute list.

**BOARD ACTION:**

Dr. O'Connor made a motion to accept the furlough as presented. Seconded by Mr. Baker and passed on a roll call vote of 9-0.

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

**Substitute Employees:**

**Carla Bishop, Sharon Fowler, Heidi Sheehan, and Amanda Thomason**, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

**Eva Hess**, extended substitute Gifted Teacher, effective tentatively April 4, 2008, to approximately May 16, 2008. Rate of compensation will be \$202.61. Ms. Hess will be substituting during the maternity leave of Mrs. Tiffanie Garman.

**Marilyn Shultz**, extended substitute IST teacher, effective March 25, 2008, through the end of the 2007-2008 school year. Rate of compensation will be \$202.61 per day. Mrs. Shultz will be substituting for Mrs. Cataldo while she serves as Interim Supervisor of Special Education.

**Susan Thomas**, extended substitute Health Room Assistant, effective March 26, 2008, to continue until position is filled. Rate of compensation will be \$202.61 per day. Mrs. Thomas will be substituting due to the resignation of Mrs. Storm.

**Trisha Weaver**, day-to-day substitute Clerical/Secretary, effective immediately. Rate of compensation will be appropriate hourly rate, per the substitute/supplemental rate schedule.

**Gameworkers:**

**Joseph Mahone, Penelope Ritter, David Harnish and Diane Hunker**, Gameworkers for the 2007-2008 school year. Rate of compensation will be as listed on the SA-107A "Athletic Event Report for Payment" for each appropriate position.

**Volunteers:**

**Ron Renoll, Wayne Boyer, and Don Boyer**, volunteer assistant baseball coaches, effective for the 2007-2008 season.

**BOARD ACTION:**

Dr. O'Connor made a motion to accept the employment items as presented. Seconded by Mr.

# HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

6

Baker and passed on a roll call vote of 9-0.

**Conferences/Workshops-** The Board was requested to approve the following conferences/workshops-

**Crystal McDermitt** Annual PASBO Food Service Directors Conference  
Penn State University  
April 8 – 9, 2008  
Cost- \$705.00

**Curtis Roberts** PMEA State Conference  
**Clay Sattazahn** Hershey, PA  
April 17-19, 2008  
Cost- \$494.00 (total for both)

**Carol Forbes** PSLA Conference  
**Jane Brown** Hershey, PA  
May 1-3, 2008  
Cost - \$918.00 (total for both)

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the conferences/workshops as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

## **Curriculum and Technology**

**Student Handbooks** -- The Board was requested to approve the Elementary and Middle School Student Handbooks for the 2008-2009 school year (**enclosure**)

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the student handbooks as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

## **Strategic Planning Process**

The Board was requested to appoint board 2-3 representatives to the Strategic Planning Steering Committee. This was discussed on two previous occasions.

## **DISCUSSION:**

The representatives to the committee will consist of Mr. West, Dr. O'Connor and Mr. Smith.

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the representatives as noted. Seconded by Mrs. Lingg and passed on a vote of 9-0.

## **Finance:**

**Monthly Reports** – The Board was requested to approve the following reports for the month of

# HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

7

February (**enclosure**):

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

## **DISCUSSION:**

The Accountability Block Grant was earmarked toward Kindergarten and will all be spent for that.

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the monthly reports as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

**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 (**enclosure**)

## **DISCUSSION:**

Dr. O'Connor wondered if the Board could also get the account number for each item. Mr. Baker thanked Troy for answering his questions. Dr. O'Connor noted that \$1,100 was spent just to mail the newsletter. Mr. Smith wondered if he could have a report of what we spend per vendor. Mr. Zeigler noted that we are paying musicians when we should be showcasing our own students. Mrs. Smith noted that in order to do that we need parent support as well as teachers.

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the check registers as presented. Seconded by Mr. Baker and passed on a vote of 8-0. Mr. Zeigler abstained from the vote.

## **Building and Grounds:**

**Facilities Improvement Plan** -- The Board was requested to discuss and approve the initial stages of the facilities improvement plan. The Board was presented information and did acknowledge the need for a planning document at two previous meetings. The enclosure is "a plan to plan" and not comprehensive in nature. (**enclosure**)

## **BOARD ACTION:**

Dr. O'Connor made a motion to accept the Facilities Improvement Plan as presented. Seconded by Mr. Baker and passed on a vote of 9-0.

## HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

8

### Old Business

Wellness Policy -- Dr. O'Connor wondered if someone could locate in the wellness policy where we cannot sell chocolate. Ms. McDermitt stated that we went to the full extent right away in regard to wellness connections. Dr. O'Connor wondered what documentation we had. Ms. McDermitt stated that organizations are given the information each year. Dr. O'Connor wondered if we need more documentation. Ms. McDermitt noted that we were given \$12,000 grant over three years because of our wellness policy. We have been a leader and everyone is working toward our policy.

PSBA -- Mr. Zeigler gave out a list of questions from PSBA in the last meeting. He distributed to the Board members the questions and answers and the back up information.

### Other Business:

Portable Classroom-Lease-Vanguard Modular Building Systems (**enclosures**)

Mr. Wentz noted that at Washington Elementary there was no increase in cost for the lease. Mr. Smith wondered what the initial cost to purchase would have been. Dr. O'Connor wondered if could bid for new ones and get better costs.

PSBA Right to Know Webinars

It would be housed here. Please let Troy know.

### New Business:

Dr. O'Connor wondered about a program in neighboring districts where they recognize employees with 5, 10, 15, 20 years of service. Mrs. Frock stated that we do recognize those employees also.

Mr. Baker resigned effective after tonight's meeting. Some of his reasons include the increase in time necessary to conduct school business, his commute because of his employment in Baltimore, failure of legislature to adequately fund the school system, failure of legislature to have businesses not paying fair share, some board members' trend to micromanage day to day. He has enjoyed his service on the Board. He would like to applaud the teachers.

### DISCUSSION:

Mr. Smith felt that it would be a great loss and that he would be greatly missed on the Board.

Mr. West was sorry to hear of his resignation. At first he thought they wouldn't have a lot in common but he has brought a lot to the Board meetings. He will be sorely missed. He wished him well and good luck.

Mr. Zeigler felt that he learned a lot from him. He will miss him. He was a great gain with new dynamics. He appreciates all his time he has spent on the Board.

### BOARD ACTION:

Dr. O'Connor made a motion to accept Mr. Baker's resignation following the Board meeting. Seconded by Mrs. Lingg and passed on a roll call vote of 6-3. Mr. Bortner, Mr. West and Mrs. Lingg cast negative votes.



# HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

March 24, 2008

9

## **DISCUSSION:**

Mr. Yingst stated that the Board has 30 days to replace him and we need to get the procedure together. Mrs. Frock should post in the newspaper for interested persons. Mr. Zeigler felt that we should go public to advertise. Dr. Mowery stated that 30 days does limit public discussion, public decision and could take from application or offer interviews. Mr. Yingst stated that the Board position would be until December 2009. Mrs. Lingg felt that what is done for one should be done for all. They should all be treated equally.

## **BOARD ACTION:**

Dr. O'Connor made a motion to advertise publicly to please submit a letter of interest by April 9, must be a resident of Hanover for one year, a registered voter, and state in the letter why they are interested. Seconded by Mr. Baker and passed on a vote of 9-0.

## **DISCUSSION:**

There was a question whether a sub committee should be formed.

## **BOARD ACTION:**

Mr. Zeigler made a motion that all applicants be considered by the Board as a whole. Seconded by Mr. Baker and passed on a vote of 9-0.

## **Next meeting date:**

The next regular Board meeting will be Monday, April 14, 2008, at 6:00 P.M. in the Boardroom.

A special Board meeting on the Facilities Improvement plan is scheduled for Monday, April 21<sup>st</sup> at 6:00 P.M.

## **Adjournment:**

The meeting was adjourned at 8:20 P.M. to executive session.