

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

Monday, June 9, 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.

Pledge of Allegiance

Roll Call

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

Member absent: Mr. Kauffman

Also Present: Mr. Wentz, Mrs. Frock, Mr. Klenk, Mr. Stahlman, Mrs. Smith, Mr. Czap, Mrs. Schoonover, Mr. Albin, Mr. Lehman, Mr. Hershner, Mrs. Brown, Dr. Krout, Mrs. Dubbs, Theodore Jenkins, Dawn Henry, Linda Yowaiski; Teresa Erdman, HEA; Heather Faulhefer, Evening Sun.

Recognition of Visitors and Public Comments

Mr. Smith presented Ted Jenkins with a certificate of appreciation for volunteering in the mentoring program at Washington Elementary School. He would like to see the program expanded to all grade levels. His personal goal is to have 50 mentors for next year.

Approval of Minutes from Past Meeting

The Board was requested to approve the minutes of the Board Meeting May 27, 2008 (**enclosure**).

BOARD ACTION:

Mrs. Lingg made a motion to approve the minutes as presented. Seconded by Dr. O'Connor and passed on a vote of 8-0.

Committee Reports

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

Mr. West attended a meeting on May 29. The main issue discussed was the bussing for the next five years. The total cost would be 4.8 million dollars. The concert "Tribute to those who Served" was an outstanding program.

Recreation – Lingg, Chair; Kauffman (Alternate)

Mrs. Lingg reported that the summer recreation program started today. Two basketball rims were installed but the district is waiting for the remaining rims to come in so they can be installed.

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

The nursing graduation will take place on July 10 beginning at 7:30 P.M.

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Meet & Discuss Professional – West, Chair; O’Connor, D. Smith – No report.

Meet & Discuss Classified – D. Smith, Chair; Hersh, O’Connor – No report.

Meet & Discuss Administrative – O’Connor, Chair; Kauffman, D. Smith
Members of the committee met with Administrators. The goal of the committee is to have the contract ready for approval as close to July 1 as possible.

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 – Hersh, Representative;
A. Smith (Alternate)

Mrs. Hersh reported that she went to the meeting but the wrong address was on the invitation. PSBA will be sending her information regarding bills being discussed. The main discussion at the meeting was the graduation competency exams. If you have any suggestions for the legislature to discuss, please get that information to Mrs. Hersh before July 18.

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

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

Mr. West reported there are four policies on the agenda for final approval. The policy committee has a long list of policies to work on.

Sheppard Myers Stadium Committee – Bortner, Chair; Hersh, O’Connor – Report was given later in the meeting

Moul Field Negotiating Committee – A. Smith, Chair; Lingg, O’Connor, West

Student Board Members -

It was felt that the student board members should be given more information for next year. A Board member could be assigned as a mentor for them. Agendas could be given to the Board members ahead of time and issues could be discussed with Student Board members.

Superintendent’s Report

Dr. Doll stated that the end of the school year was a success. During the In-Service day on Friday teachers were looking at curriculum and participated in vertical teaming. The curriculum writing will be fine tuned and should be completed by August. The curriculum being worked on includes math and science. There is a resolution on the agenda for York County High School-Adams/Hanover Satellite. The resolution is year to year. There will be four spots reserved for Hanover School District. The facility will be housed at the Brethren Home. They are hoping to have it running for this August. The cost for our share was already included in next year’s budget.

The Middle School distributed their yearbook to each Board member.

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Dr. O'Connor wondered if when the curriculum is completed and Board approved it could be posted to our website. He noted that Performance Tracker is a wonderful curriculum writing program. There was a question as to the cost and advantages of the York County High School. One of the problems is that there is no bussing and the student must travel to the location. The student must be 17 years of age. Tutors are present. They are using Jefferson County curriculum which Dr. O'Connor felt was outdated material. There is an admissions test. The times for the classes will be 8:00-11:00 A.M. and 11:15-2:15 P.M. In later years they hope to have an evening session. The diploma would be from York County High School and not from Hanover. The billing would take place three times a year. Dr. O'Connor felt that since we have the HOPE program this was not needed. Mrs. Schoonover stated that students might have a negative attitude about Hanover High School and looking for another source to graduate. The total cost needed for the program would be \$18,000 a year which would be about \$2,775 for each district. Mr. Bortner asked if we could drop out of the program after the first year. The resolution is on a year-to-year basis. It would be very easy to evaluate the effectiveness of the program. Mr. Lehman shared that it offers one more avenue for a student who might be thinking about dropping out of school. Mr. Zeigler noted that there is current one in York but this would be more accessible.

Classrooms of the Future – Mrs. Schoonover and Mr. Fry presented information on a grant for which the School District applied. It was felt that it would increase student achievement. It is a three-year grant and would be implemented November 2008 if we are accepted. It would cover the high school and offer twelve mobile labs. It would almost allow one laptop for each student. It is very beneficial to schools. The cost to our district could include upgraded batteries and higher ram in the computers and might amount to \$3,000. The professional training is covered by the state. The grant is worth \$400,000. The targeted teachers would be three teachers in each core content area.

Dr. Krout thanked Ted Jenkins for his help with the mentoring program at Washington Elementary. They had a great end of the school year.

Mrs. Frock mentioned a poster that was on display. It was displayed at Calvary Bible Church which had a safety oriented program. They focused on our adult patrols and some of the District's adult patrol attended the program.

Legal Report – No report.

Standing motions regarding personnel

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

Supplemental Employees:

Patricia Clouser, tax enumerator under a separate supplemental contract effective July 1, 2008, through June 30, 2009, 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 will be \$8.00 per hour not to exceed a gross total amount of \$2,000.

Substitute Employee:

Nicole LeGore, day-to-day substitute teacher. Rate of compensation will be \$95.00 per day.

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Summer Employment:

Summer Intern - Rate of compensation will be \$7.50 per hour.

Angela Larman, Elementary Secretary Intern

Andrew Knight, Computer Intern

DISCUSSION:

Mr. Bortner stated that he didn't want to challenge the enumeration position as of now. Dr. O'Connor felt that the position should be reevaluated. Mr. Wentz stated that the enumerator does review the people moving in and leaving the district in order to get the per capita tax. Mrs. Smith felt that we should have offered the summer secretarial position to the secretaries in our school first before hiring. We should amend the position in order to allow the secretaries in our building to have the first chance at the position. Maybe the building secretarial hours needs to be examined.

BOARD ACTION:

Mrs. Smith made a motion to split the elementary intern from the other employment items. Seconded by Mrs. Lingg and was defeated on a roll call vote of 3-5. Mr. Bortner, Mrs. Hersh, Mr. Smith, Mr. West and Mr. Zeigler voted negative.

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

Supplemental/Substitute Rate Schedule for 2008-2009 - The Board was requested to approve the Supplemental/Substitute rate Schedule for the 2008-2009 with additional changes for Substitute Workers to be effective as noted (**enclosure**).

DISCUSSION:

Dr. O'Connor questioned the safety and security and that we should create a position to direct traffic. Mr. Bortner said he checked into it and that would be an auxiliary police position. Mrs. Frock stated that she checked with Chief Whitson about auxiliary police officers. They got rid of them back in the 1970's. The person would have to go through the police academy to qualify. Mr. Zeigler noted that under the Homebound instruction there has been no increase in the last five years. We should check with other districts to see if we are keeping up with the rest.

BOARD ACTION:

Dr. O'Connor made a motion to accept the supplemental/substitute rate schedule for 2008-2009 as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 8-0.

LPN Salaries - The Board was requested to approve the 2008-2009 LPN Program Salaries for full-time instructors based upon the collective bargaining agreement. Salaries for full-time LPN instructors are based upon the collective bargaining salary schedule and then prorated on time worked.

BOARD ACTION:

Dr. O'Connor made a motion to accept the LPN salaries as presented. Seconded by Mr. Bortner and passed on a roll call vote of 8-0.

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Standing motions regarding Curriculum and Technology

Board Policies - The Board was requested to discuss and approve the final adoption of revisions to Board Policies (**enclosures**):

- 303 Employment of Administrators
- 404 Employment of Professional Employees
- 504 Employment of Classified Employees
- 901 Public Relations Objectives

DISCUSSION:

Mr. Zeigler noted that on policy 504 on page 3 an “s” should be added to recommendation(s).

BOARD ACTION:

Dr. O’Connor made a motion to accept the Board Policies with the change. Seconded by Mrs. Lingg and passed on a vote of 8-0.

York County High School- Adams/Hanover Satellite Resolution – The Board was requested to approve the resolution for the York County High School Adams/Hanover Satellite participation (**enclosure**).

BOARD ACTION:

Dr. O’Connor made a motion to approve the resolution as presented. Seconded by Mr. Bortner and passed on a roll call vote of 7-1. Dr. O’Connor cast the negative vote.

Standing motions regarding Finance:

Transfers – The Board was requested to approve a transfer of \$190,000 from the General Fund-Fund Balance to the Capital Reserve Fund and a transfer of \$100,000 from the General Fund-Fund Balance to the Lincoln Benefit Insurance Trust (**enclosure**).

BOARD ACTION:

Dr. O’Connor made a motion to approve the transfer as presented. Seconded by Mr. West and passed on a 7-0 vote. Mr. Bortner did not vote.

2008-2009 Final General Fund Budget Adoption – The Board was requested to approve the final adoption of the 2008-2009 General Fund Budget with total expenditures of \$25,624,822 as presented at the April 28, 2008, board meeting (**enclosure**).

DISCUSSION:

The three elementary positions that were vacated by retirees will not be filled at this time due to the lower enrollment numbers.

BOARD ACTION:

Dr. O’Connor made a motion to accept the 2008-2009 final general fund budget adoption as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 8-0.

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2008-2009 Tax Resolution – Final budget adoption in the amount listed above requires an increase of .77 mills in the real estate tax levy from 17.72 to 18.49, with .25 mills being dedicated to capital improvements. The Board was 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**).

DISCUSSION:

Mr. Bortner stated that he will be voting yes because .25 mills of it will be added to capital reserve to be used for maintenance projects.

BOARD ACTION:

Dr. O'Connor made a motion to accept the 2008-2009 tax resolution as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 8-0.

Homestead Exclusion Resolution – The Board was requested to approve the receipt and disbursement of \$573,961.82 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 \$9,121.69 (**enclosure**).

BOARD ACTION:

Dr. O'Connor made a motion to accept the homestead exclusion Resolution as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 7-0. Mr. Zeigler did not vote.

Installment Payments of Taxes – The Board was requested to approve the installment payment dates of taxes as first installment due September 1, 2008, second installment due October 1, 2008, and third installment due November 3, 2008. 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 1, 2008, and November 3, 2008.

BOARD ACTION:

Dr. O'Connor made a motion to accept the installment payments of taxes as presented. Seconded by Mr. Bortner and passed on a roll call vote of 7-0. Mr. Zeigler did not vote.

Medical Services – The Board was requested to approve the following medical services for 2008-2009:

Dr. Kurt Thomas - school district's consulting physician

Dr. Thomas Raley - school district's physician for all home football games

School Physicians

Dr. Kurt Thomas

Dr. Kae Kim

Dr. Douglas Masucci

Dr. Thomas Rapp

School Dentists

Dr. Jon Hart

Dr. William Green

Dr. Henry Hoffacker

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BOARD ACTION:

Dr. O'Connor made a motion to accept the medical services for 2008-2009 as presented. Seconded by Mr. Bortner and passed on a vote of 8-0.

Exoneration of Taxes – The Board was requested to approve the exoneration of taxes for Hanover Valley Presbyterian Church, 133 Carlisle Street for 2006 \$4,059.06 and/or for 2007 \$5,798.52 (**enclosure**).

DISCUSSION:

Mr. Smith felt that we could exonerate 2007 but not 2006 because we have already spent the money. Mr. Wentz noted that 2006 was paid by the Hanover Valley Presbyterian Church at the discounted rate. For 2007 a portion was paid. Mr. Zeigler wondered what if the non-exempt status is not approved. Mr. Wentz felt that the motion could be made contingent upon proof of the tax exemption status.

BOARD ACTION:

Dr. O'Connor made a motion to accept the exoneration of taxes for Hanover Valley Presbyterian Church, 133 Carlisle Street for 2007 in the amount of \$5,798.52 contingent upon obtaining tax exemption status. Seconded by Mr. Bortner and passed on a roll call vote of 8-0.

Mr. West made a motion to accept the exoneration of taxes for Hanover Valley Presbyterian Church, 133 Carlisle Street for 2006 in the amount of \$4,059.06. Seconded by Mrs. Smith and failed on a roll call vote of 1-7. Mr. West cast the positive vote.

403 (b) Plan Document – The Board was requested to approve a 403 (b) plan document for the administration of the 403 (b) retirement plan contributions by employees (**enclosure**).

BOARD ACTION:

Dr. O'Connor made a motion to approve the 403 (b) plan document as presented. Seconded by Mrs. Lingg and passed on a vote of 8-0.

Standing motions regarding Facilities:

Facility Improvement Plan - The Board was requested to discuss the facility improvement plan.

- Stadium

DISCUSSION:

Mr. Bortner gave an update on recommendations made by the Stadium Committee. Their recommendations include short term goals in regard to safety. The referees will be housed in a trailer at S & M that has shower facilities or they will be transported to the High School for showers. The maintenance department will replace three ticket booths with two – one on the home side and one on the visitors' side. A Board decision must be made about the safety of the top row of bleachers. The recommendations are for a temporary higher fence, adult supervision for the top row or creating a permanent addition to the fence on the top row. Administration was asked to make recommendations regarding this safety issue. The committee felt that they didn't have enough data to recommend that the Football field remain at S& M or move to the High School/Middle School. The committee recommended to the Board that the previous proposals for track and football plans from Crabtree and Rohrbaugh be updated. As part of the recommendation, it is also recommended that Crabtree and

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Rohrbaugh give an estimate of how much it will cost to bring S & M football field up to today's standards. It was agreed that when looking for an all-weather eight-lane track, we need to have more information regarding the cost of building one. Mr. Stahlman stated that the maintenance department started dismantling the ticket booths today. They are in the process of building two 5' x 5' ticket booths. The cost would be approximately \$300-\$400 for each. He is currently getting a price on the cost of having someone weld railings to the top row of bleachers. Mr. Klenk stated that when rented out to groups we are still liable if something would happen. Mrs. Lingg felt that only one ticket booth is needed for the time being. Mr. Zeigler would like to see the cost of welded rail. He didn't think plastic fencing would do anything to help the situation. Dr. O'Connor felt that we should do what needs to be done to make them safe and to leave maintenance handle it. Mrs. Hersh wondered if our options were approved by the referees. Mr. Klenk stated that transporting is an option.

BOARD ACTION:

Dr. O'Connor made a motion to make the stadium safe and repair the ticket booths with a limit of \$10,000 with the first \$4,500 coming from the maintenance budget designated for the stadium repair. Seconded by Mr. West and passed on a vote of 8-0.

DISCUSSION:

A suggestion was made that the track and football estimate and plans be updated by Crabtree and Rohrbaugh and the cost of an eight-lane track. Mrs. Hersh suggested that we get an appraisal for S & M Field. Dr. O'Connor thought that we should have the cost to update and also Crabtree and Rohrbaugh sketch plans. Mrs. Lingg suggested that we have Crabtree and Rohrbaugh do both and have other architects give their suggestions afterward. Mr. West felt there are three scenarios and we should get an idea of the cost for each.

BOARD ACTION:

Mr. West made a motion that we get Crabtree & Rohrbaugh give estimates on following: Stadium and Track moved here; track here and fix up the stadium; Stadium and track at S & M field. Seconded by Dr. O'Connor and passed on a vote of 8-0.

- Washington Elementary – approval of solicitation of bids for bioremediation

DISCUSSION:

Mr. Smith stated that bids to get the mold and asbestos removed should go out right away so it is finished before school starts in August. An estimate of \$50,000 is needed to do the remediation.

BOARD ACTION:

Dr. O'Connor made a motion to authorize the bidding for the mold and asbestos project. Seconded by Mr. Bortner and passed on a vote of 8-0.

- Hanover Street Elementary

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DISCUSSION:

Mr. Bortner inquired what needs immediate attention at Hanover Street. Mr. Stahlman stated that general maintenance program like sealing the parking lot. Mr. West stated that this is driven by educational programs with the District especially regarding class size. A meeting was scheduled for Thursday, June 12, beginning at 6:00 P.M. in the Boardroom to discuss programs at all elementary schools.

DISCUSSION:

Mrs. Lingg thanked the high school for the copy of Dimensions she was given. She thought it was a great publication. Dr. O'Connor stated that it was not necessary for two maintenance workers to deliver the Board packets. Each Board member should be notified by e-mail and they will pick them up at the Administration Building.

Old Business

Other Business

Board Goals – what should the district concentrate on.

- Updated curriculum
- Curriculum aligned per buildings
- Facilities plan
- Improved communication among all stakeholders
- Increased collaboration at all levels.
- Be creative in solutions
- Break ground on something
- Instructional design model – Supervision
- Improved morale
- Strategic plan
- Academic rigor
- Student retention rate & drop out
- Contracts settled amicably
- More parent participation
- Increased volunteerism
- More and better use of buildings - community participation
- Board room friendly – get rid of desk

Mr. Smith stated that a survey should be placed in the next newsletter regarding public comment in regard to the stadium.

Next meeting date:

The next meeting will be Monday, June 23, 2008, at 6:00 P.M. in the Boardroom.

Adjournment