

# PERSONNEL COMMITTEE

APRIL 13, 2009

## ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

Call to Order -- The meeting was called to order at 7:10 P.M.

Roll Call -- Members present: Mrs. Lingg (Chair), Mrs. Hersh, Mr. Zeigler, Mrs. Smith

Also Present -- Mr. Bortner, Mr. Kauffman, Dr. O'Connor, Mr. Smith, Mr. West, Dr. Dillon, Mr. Yingst, Mrs. Frock, Mr. Wentz, Dr. Doll, Mr. Klenk, Ms. McDermitt, Mr. Samuelson, Mr. Hershner, Mrs. Dubbs, Heather Faulhefer, Evening Sun; Carol Forbes, Bonnie Bowers, Linda Yowaiski, HPESPA; Eric Hartman, HEA; Teresa Erdman, HEA; Jack Sheehan, HEA; Tony Grimes, Wyn Naill, Scott Deisley

#### 2.0 PERSONNEL

**Minutes** – The Personnel Committee was requested to approve the minutes of the March 9, 2009, meeting (**enclosure**).

##### **COMMITTEE ACTION:**

Mr. Zeigler made a motion to approve the minutes as presented. Seconded by Mrs. Smith and approved by the committee.

**PUBLIC COMMENTS:** None

- a) **Employment** – The Committee was requested to recommend Board approval for the following employment items contingent upon receipt of all necessary employment documents:

##### **COMMITTEE ACTION:**

Mrs. Smith made a motion to split the two items. Seconded by Mrs. Lingg and approved by the committee.

##### **Substitute Employees:**

**Frank Baker, James Dodson, Richard Hamilton, Mark Hansford, Megan Krebs, John Milkovich, III, Kelly Rentschler, and Linda Senich**, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

##### **COMMITTEE ACTION:**

Mrs. Smith made a motion to approve the substitute employees as presented. Seconded by Mrs. Lingg and approved by the committee.

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### Summer Interns:

**Andrew Knight** and **Angela Larman**, technology and elementary/administration interns, respectively. Rate of compensation will be \$7.50 per hour.

### **COMMITTEE ACTION:**

Mrs. Smith made a motion to approve the summer interns as presented. Seconded by Mrs. Lingg. The results of the roll call vote were 2-2. Mrs. Smith and Mrs. Lingg cast the negative votes. The motion dies in committee and will not be referred to the Board for action.

### Supplemental Employees:

**Kelly Abell** and **Clair Menges**, gameworkers, effective for the 2008-2009 school year. Rate of compensation will be as listed on the SA-107A "Athletic Event Report for Payment" for each appropriate position.

### **COMMITTEE ACTION:**

Mrs. Hersh made a motion to approve the supplemental employees as presented. Seconded by Mrs. Smith and approved by the committee on a roll call vote of 3-1. Mrs. Smith cast the negative vote.

### b) **Other Business –**

Mrs. Lingg would like to explore the possibility of a one-time early retirement incentive. She would like the administration to research the feasibility of such an incentive. Mr. Zeigler wondered if that would really cut costs. Mrs. Lingg stated that we wouldn't know until we check into the possibility. Dr. O'Connor stated that it should be brought to the next board meeting. It was stated that following the committee meetings a board meeting could be held to give the administration the directive.

### **COMMITTEE ACTION:**

Mrs. Lingg made a motion that the administration be given a directive to explore the possibility of a one-time early retirement incentive. Seconded by Mrs. Smith and approved by the committee on a 3-1 vote. Mr. Zeigler cast the negative vote.

### **ADJOURNMENT:**

Mrs. Smith made a motion to adjourn the meeting. Seconded by Mr. Zeigler. The meeting was adjourned at 7:25 P.M.

**THE NEXT PERSONNEL COMMITTEE MEETING IS SCHEDULED FOR MAY 11, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**

# CURRICULUM AND TECHNOLOGY COMMITTEE

APRIL 13, 2009

## ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

- Call to Order -- The meeting was called to order at 7:25 P.M.
- Roll Call -- Members present: Mr. West (Chair), Dr. O'Connor, Mrs. Hersh, Mrs. Smith
- Also Present -- Mr. Bortner, Mr. Kauffman, Mrs. Lingg, Mr. Smith, Mr. Zeigler, Dr. Dillon, Mr. Yingst, Mrs. Frock, Mr. Wentz, Dr. Doll, Mr. Klenk, Ms. McDermitt, Mr. Samuelson, Mr. Hershner, Mrs. Dubbs, Heather Faulhefer, Evening Sun; Carol Forbes, Bonnie Bowers, Linda Yowaiski, HPESPA; Eric Hartman, HEA; Teresa Erdman, HEA; Jack Sheehan, HEA; Tony Grimes, Wyn Naill, Scott Deisley

#### 3.0 CURRICULUM AND TECHNOLOGY

**Minutes** – The Curriculum and Technology Committee was requested to approve the minutes of the March 9, 2009, meeting (**enclosure**).

#### COMMITTEE ACTION:

Mr. West made a motion to approve the minutes as presented. Seconded by Mrs. Smith and approved by the committee.

#### PUBLIC COMMENTS:

Dr. O'Connor stated that the curriculum meeting with administration and board members was very informative. The committee will meet the second Thursday of each month. He wondered if a report could be given at the next Board meeting. Mr. West stated that there could be a report given when the committee reports are done.

- a) **Board Policies** – At the request of the Board Policy Committee, the Curriculum and Technology Committee is requested to recommend Board approval of the tentative adoption to: (**enclosures**)
- 122 Extracurricular Activities
  - 123 Interscholastic Athletics
  - 122-R1 Extracurricular Activities – Eligibility Requirements
  - 201.1 Elementary School Enrollment

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### **DISCUSSION:**

Mr. West stated that policy 201.1 was discussed during the last policy meeting and it was felt by the committee that the need for readiness tests for pre-Kindergarten and existing Kindergarten and when a student moves into the district could be put in other policies 200, 201 or 215. Mrs. Lingg stated that the regulation 122-R1 could have been made more simple if it was stated that if a student falls below a 70% in any course they would not be eligible.

### **COMMITTEE ACTION:**

Mr. West made a motion to approve the tentative adoption of the policies and regulation as presented. Seconded by Dr. O'Connor. Dr. O'Connor made a motion to split the motion to just include the first three on the agenda. Seconded by Mrs. Smith and approved by the committee.

### **DISCUSSION:**

Mr. Smith wondered if the Board should look at policies 122 and 123 further in regard to the fact that the advisor should receive the pay for the higher level position and 50% of the pay for the second. Mrs. Hersh wondered if the spot would get filled. It was stated that it is sometimes. Mr. Zeigler stated that one person is doing all the work.

### **COMMITTEE ACTION:**

Mr. West made a motion to approve the tentative adoption of 122, 123, and 122-R1 as presented. Seconded by Mrs. Smith and approved by the committee.

### **DISCUSSION:**

Dr. O'Connor stated that he thought that the readiness test should be considered for policy 201.1. Mr. West stated that the policy committee discussed that issue. Mrs. Lingg stated that the committee felt that it should be added to policy 201 rather than 201.1. Mr. West stated that 201.1 relates to enrollment and class sizes. The test would be better discussed with another policy. The policy committee will research further. The next meeting is this Thursday.

### **COMMITTEE ACTION:**

Mr. West made a motion to approve the tentative adoption of policy 201.1 as presented. Seconded by Mrs. Smith and approved by the committee.

### **Other Business –**

Mrs. Smith stated that during the expulsion hearings it was stated that there might be an attendance data issue with Firefly in regard to report cards. She wondered if Firefly was accurate for attendance. Mr. Fry stated that he would work with the high school administration to figure out if anything is wrong.

b)

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Dave Fry presented information regarding the open sourcing of Firefly. Mr. Bortner wondered how it could be marketed. Mr. Fry stated that the first option would be to take it to the LIUs and Cyber Charter Schools. Mrs. Smith wondered if they would be given a manual. Mr. Fry stated that they would be given a base code. Dr. O'Connor wondered if there could be a legal challenge. Mr. Bortner stated that we would need to copyright first. Mr. Fry stated that it is already copyrighted. Dr. O'Connor stated that he would be in favor of outsourcing. Mr. Yingst stated that it is not in his legal jurisdiction. Dr. O'Connor stated that we are fortunate to have Firefly. Mr. West felt that he would be a really good thing to do and we should look into doing this.

### **ADJOURNMENT:**

Dr. O'Connor made a motion to adjourn the meeting. Seconded by Mrs. Smith. The meeting was adjourned at 8:05 P.M.

**THE NEXT CURRICULUM AND TECHNOLOGY COMMITTEE MEETING IS SCHEDULED FOR MAY 11, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**

# BUILDING AND GROUNDS COMMITTEE

APRIL 13, 2009

## ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

Call to Order – The meeting was called to order at 6:58 P.M.

Roll Call - Members present: Mr. Smith (Chair), Mr. Zeigler, Mr. Bortner, Mr. West

Also Present -- Mrs. Hersh, Mr. Kauffman, Mrs. Lingg, Dr. O'Connor, Mrs. Smith, Dr. Dillon, Mr. Yingst, Mrs. Frock, Mr. Wentz, Dr. Doll, Mr. Klenk, Ms. McDermitt, Mr. Samuelson, Mr. Hershner, Mrs. Dubbs, Heather Faulhefer, Evening Sun; Carol Forbes, Bonnie Bowers, Linda Yowaiski, HPESPA; Eric Hartman, HEA; Teresa Erdman, HEA; Jack Sheehan, HEA; Tony Grimes, Wyn Naill, Scott Deisley

#### 5.0 BUILDING AND GROUNDS

**Minutes** – The Building and Grounds Committee was requested to approve the minutes of the March 9, 2009, meeting (**enclosure**).

#### COMMITTEE ACTION:

**Mr. Zeigler made a motion to approve the minutes as presented. Seconded by Mr. Smith and approved by the committee.**

**PUBLIC COMMENTS:** None

a) **INFORMATIONAL ITEM ONLY**-School Projects Discussion, Architect Jim Baumgardner

Mr. Baumgardner gave an update on the Middle School Roof Project. He brought a manual and drawings that were made for the project. The sealed bids will be opened on May 5, 2009, at 2:00 P.M. They will be opened publicly and read aloud. Background checks will need to be completed on the workers. A report was returned that it is satisfactory to put the additional weight on the structure. Mr. Baumgardner has proposed that additional roof areas be added and increase the scope of work. Some additional areas would be the flat roof areas around the cafeteria. There is much rust, dents and scratches on the roofs. An alternate bid would be to eliminate the skylights at several areas. Another item added is the library roof with white rubber. White rubber would also be added on the cafeteria. There would also be an alternate to do the roof on the storage building. Mr. Baumgardner estimated that the total cost for everything would be \$1.2 million. There will be an on site visit for contractors on Monday, April 20, at 4:00 P.M. weather permitting. Dr. O'Connor wondered if the Board would need to appoint someone

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to be the inspector for the project. Mr. Baumgardner stated that included with the project would be a 20-year non prorated warranty and he didn't think an inspector would be necessary. Dr. O'Connor wondered if it could be financed with stimulus money. Mr. Wentz stated that as far as he could tell \$164,000 could go toward this project.

**b) Other Business - None**

### **ADJOURNMENT:**

Mr. Bortner made a motion to adjourn the meeting. Seconded by Mr. West. The meeting was adjourned at 7:10 P.M.

**THE NEXT BUILDING AND GROUNDS COMMITTEE MEETING IS SCHEDULED FOR MAY 11, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**



# BUDGET AND FINANCE COMMITTEE

April 13, 2009

## ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

Call to Order -- The meeting was called to order at 8:05 P.M.

Roll Call -- Members present: Mr. Kauffman (Chair), Dr. O'Connor, Mr. Smith, Mrs. Lingg

Also Present -- Mr. Bortner, Mrs. Hersh, Mrs. Smith, Mr. West, Mr. Zeigler, Dr. Dillon, Mr. Yingst, Mrs. Frock, Mr. Wentz, Dr. Doll, Mr. Klenk, Ms. McDermitt, Mr. Samuelsen, Mr. Hershner, Mrs. Dubbs, Heather Faulhefer, Evening Sun; Carol Forbes, Bonnie Bowers, Linda Yowaiski, HPESPA; Eric Hartman, HEA; Teresa Erdman, HEA; Jack Sheehan, HEA; Tony Grimes, Wyn Naill, Scott Deisley

#### 4.0 BUDGET AND FINANCE

**Minutes** – The Budget and Finance Committee was requested to approve the minutes of the March 9, 2009, meeting (**enclosure**).

##### **COMMITTEE ACTION:**

Mr. Kauffman made a motion to approve the minutes as presented. Seconded by Mrs. Lingg and approved by the committee.

**PUBLIC COMMENTS:** None

- a) **Athletic Trainer Contract** – The Committee was requested to recommend Board approval of an agreement with Hanover Hospital t/a Hanover Rehab Centers to provide athletic training services to the District for the 2009-2010 school year. The basic fee for the services will be \$17,640 for the 2009-2010 school year (\$17,640 in 2008-2009), payable at an hourly rate of \$17.50/hr. (\$17.50/hr in 2008-2009) to a maximum of 1,008 hours (28 hours per week for 36 weeks). In addition, trainer hours exceeding 1,008 hours shall be billed at an hourly rate of \$20/hr. Coverage by an athletic trainer for football camp shall be provided at a flat fee of \$1,000 (\$2,000 for 2008-2009).

##### **COMMITTEE ACTION:**

Mr. Kauffman made a motion to approve the athletic trainer contract as presented. Seconded by Dr. O'Connor and approved by the committee.

- b) **Donation** – The Committee was requested to recommend Board approval of a donation from the Hanover Youth Basketball Association (H.Y.B.A.) of an exercise ladder drill rope.

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### COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the donation as presented. Seconded by Mr. Smith and approved by the committee.

- c) **Math Grant** – The Committee was requested to recommend Board approval of a math grant for the middle school from the Horizon Research, Inc. in the amount of \$1,290.00.

### DISCUSSION:

Mr. Smith wondered what had to be done for the math grant. Mrs. Pam Smith stated that we are asked to provide data on math manipulatives for 6<sup>th</sup> grade students. Dr. O'Connor wondered if the grant was long term. It was stated that it was not.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the math grant as presented. Seconded by Mrs. Lingg and approved by the committee.

- d) **School Improvement Grant** – The Committee was requested to recommend Board approval of the School Improvement Grant at the middle school from the Pennsylvania Department of Education in the amount of \$150,000 for the 2008-2009 school year.

### DISCUSSION:

Dr. O'Connor wondered what the requirements were. Mrs. Pam Smith stated that the money was aligned for mobile labs, materials for Learning Focused Schools, reading apprenticeship, and substitutes for collaboration days.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the school improvement grant as presented. Seconded by Dr. O'Connor and approved by the committee.

- e) **New Student Activity Fund-High School** – The Committee was requested to recommend Board approval of a new student activity fund at the high school entitled Tree Fund.

### DISCUSSION:

Mr. Wentz stated that the graduating class of 2008 established the fund. A tree is to be planted in honor of the retirement of each teacher from this time forth. The senior class for each year is expected to execute the planting of the trees until the money is depleted.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the new student activity fund for the high school as presented. Seconded by Mrs. Lingg and approved by the committee.

- f) **Other Business** – None

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**ADJOURNMENT:**

Mr. Kauffman made a motion to adjourn the meeting. Seconded by Mr. Smith. The meeting was adjourned at 8:13 P.M.

**THE NEXT BUDGET AND FINANCE COMMITTEE MEETING IS SCHEDULED FOR MAY 11, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**