

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES**

Monday, April 27, 2009

6:00 P.M.

There was an executive session held prior to the meeting to discuss personnel issues.

A. Opening Business

Call to Order – The meeting of the Hanover Public School District Board of Education was called to order at 6:18 P.M.

Pledge of Allegiance

Roll Call

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

Student Board Members present: Lyna Tran, Gabriel Rosenbrien, Alex Daubert (Alternate)

Also Present:

Mr. Yingst, Dr. Dillon, Mrs. Brown, Mrs. Frock, Mrs. Gunnet, Mr. Wentz, Dr. Doll, Mr. Lehman, Mr. Samuelsen, Ms. McDermitt, Mr. Klenk, Mrs. Dubbs, Reagan Bitler, Sara Myers, Jennifer Strevig, Barb Sanders, Sarah Sanders, Jennifer Gomulka, Bryant Foreman, Eric Hartman, Teresa Erdman, Karen Nicholas, Terry McKim, Deb Rinker, Debra Fake, Darlene Klenk, Lori Starner, Jason Suter, Betsy White, Emily Emig, Jason Potts, JoAnn Bauer, Bryan Beichler, Susan Miller, Heather Little, Sara Little, Mike Bauer, Mary Kay Kelly, Katie Fry, Marie Smith, Bonnie Bowers, Carole Baublitz-Frederick, Leah Shepler, Tom Henry, Michele Becker, Heather Faulhefer, Evening Sun; Eugene Kraus, Linda Yowaiski, Jobie Zepp, Victoria Kozdron, Kristin Hahn, Bonnie Naill, Alice Heineman,

B. Recognition of Visitors and Public Comments

Teresa Erdman presented books for the Middle School library that are a donation from the York County Coordinating Council on behalf of the teacher unions in York County. She also spoke on the importance of staffing. She stated that it is important for students to have teachers and as many course offerings as possible for students.

C. Approval of Minutes from Past Meeting

The Board was requested to approve the minutes of the Board Meetings March 23, 2009, and April 13, 2009 (**enclosures**).

DISCUSSION:

Mr. Wentz stated the minutes for the March 23, 2009, meeting should list Andy Novosedliak as the person donating the four seat stools for the music department.

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BOARD ACTION:

Mrs. Lingg made a motion to approve the minutes with the correction. Seconded by Mr. Zeigler and passed on a vote of 9-0.

D. Committee Reports

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

Mr. Zeigler highlighted many of the activities that are taking place at York School of Technology including adult ed which will now give a home healthy certification. York School of Technology received the technology award for Educator of the Year. They will be receiving a rock from York College which seniors will be signing as a remembrance of their graduation. Summer School will be held from June 22 through July 27. There will be two sessions per day. Dr. Leaky will be presenting diversity training sessions. Some of the other activities sponsored by Project Harmony are “Think Before You Speak” and a block party to celebrate diversity. The construction group were able to raise \$1,846 for a Make a Wish participant. They raised the money by making birdhouse kits and a wishing wall.

Recreation – Lingg, Chair; Kauffman (Alternate)

The last meeting was last Thursday evening. The spring sign-up was about the same amount as last year. They have distributed flyers to the elementary students about the summer playground.

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

Mrs. Brown stated that they were re-accredited, and there were no reports for areas to improve. The pass rate was 94.4%. The students have participated in Middle School physicals, Spring Grove career fair and many other activities. There was an article in the paper from a community member who wanted to thank the student nurses for their help when he was hospitalized.

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

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

Meet & Discuss Administrative – O’Connor, Chair; Kauffman, D. Smith – No meeting/no report

Joint Wage Tax –Bortner, Representative; Zeigler (Alternate)

The next meeting will be Thursday, May 28, 2009. It will address the question of the mandated county-wide collection system..

Lincoln Intermediate Unit Insurance Trust – West, Representative; BJ Frock (Alternate)

The next meeting will be Thursday, April 30. The new association representative will be Elaine Kennedy along with Troy Wentz and BJ Frock as alternate.

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Legislative Liaison with Pennsylvania School Board Association – Hersh, Representative;

A. Smith (Alternate)

There was information sent out about the spring meeting. Some of the items discussed were the graduation exam, and stimulus money. Mrs. Hersh will email the minutes to the other board members

Superintendent's Advisory Council – A. Smith, Chair; O'Connor (Alternate)

The next meeting will be in the fall.

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

The last policy meeting was held on April 16. Some of the policies that were addressed at the meeting are up for tentative adoption at this meeting. The next meeting will be Wednesday, May 6, at 3:00 P.M.

Sheppard Myers Stadium Committee – Bortner, Chair; Hersh, O'Connor

No meeting/no report

Community Relations Committee – A. Smith, Chair; D. Smith, Kauffman, Zeigler

No meeting/ no report

Student Board Members Report – Tran, Rosenbrien, Daubert (Alternate)

There were five members of the tennis team that went to counties. Twelve new members were inducted into the National Honor Society. A twelve-hour Mini Thon will be held on May 22 to benefit the Four Diamonds Fund. There will be an oratorical contest on May 19. A Powder Puff volleyball game will be held this Friday evening at 7:00 P.M. There will be a Physics Night on May 12 in the high school cafeteria. Some of the projects include mousetrap racers, straw and tape towers, egg launchers and Rube Goldberg machines. The physics class will be going to Hershey Park on May 13. Prom will be held at the Hanover Country Club on May 29. The Senior Class trip will be on June 2 to Kings Dominion. Senior finals will take place on May 27 and 28 with campus night June 3 and graduation on June 4.

E. Superintendent's Report

Mike Bauer and Steve Little presented information regarding Social Studies curriculum changes. They are looking to implement a course where Social Studies will phase back in three years to the original progression of selection to: American History I for grade 9 students; American History II for grade 10 students; Modern World History for grade 11 students; and Government and Economics for grade 12 students. Dr. O'Connor wondered if the sequencing would require the purchase of extra textbooks. It was thought that approximately 65 more textbooks would be needed. Mr. Kraus thought that more online resources could be used. It was highlighted that in the stock market game at the high school there was a group that came in third place in the region.

Mrs. Nicholas, Miss Strevig and Mr. Kraus presented information regarding Learning Focused Schools. Wesley Doll and some other employees and administrators are trained to instruct the class. The goal is for all Middle School teachers to be trained by the end of this school year.

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The purpose is for the students to learn faster and retain the information. On Tuesday, May 5th, there will be an open house regarding Learning Focused Schools. Included in the training are four workbooks and resource packets which were paid for by a School Improvement Grant. The cost of the training is for the trainers and the substitutes. There is two days of training and then a block of time to integrate. Dr. O'Connor wondered about the accountability and results. Dr. Doll stated that we continue to build upon and do anything to reach that level that is beneficial to all students.

The Middle School schedule was discussed and distributed by Reagan Bitler and Sara Myers. The goal is for the district to get rid of the need for remediation. Mr. Zeigler stated that an efficient class is not based on the number of students but based on the students getting their needs met. Mr. West stated that he didn't want to sacrifice academic achievements. Students should be getting the education they need. Mrs. Lingg stated that it was not her intent to harm a child's education. She felt that the Board needs to look at the whole district and decide what is best for the district.

F. **Legal Report** – No report

G. **Standing motions regarding personnel**

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

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.

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.

BOARD ACTION:

Mr. Zeigler made a motion to approve the employment items as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

2) **New Business:**

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

Classified Employee:

Susan Reid and John Whitaker adult patrols, effective at the end of the 2008-2009 school year. Approval is requested to advertise for the adult patrol positions for the 2009-2010 school year.

Professional Employee:

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Karen Cataldo, learning support teacher, effective August 1, 2009. Mrs. Cataldo has accepted employment elsewhere.

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 9-0.

- b) **Furloughs-** The Board was requested to approve the following furloughs effective June 5, 2009.

Classified Employees:

Deanna Markle, teaching assistant

Dianne Bahl, teaching assistant

DISCUSSION:

Dr. O'Connor wondered if the furloughs were based on seniority. It was stated that they were.

BOARD ACTION:

Mrs. Smith made a motion to approve the furloughs as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

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

Substitute Employees:

Thelma Malone, substitute adult patrol, effective immediately. Rate of compensation will be \$22.68 per day.

Suzanne Bohli-Hafner and **SueAnn Johnson**, day-to-day substitute teacher, effective immediately. Rate of compensation will be \$95.00 per day.

Mary Kay Turner, extended substitute to long-term substitute effective April 17, 2009. Mrs. Turner has been serving as the substitute for middle school family and consumer science and computer and business education. Rate of compensation will be \$214.99.

Supplemental Employees:

Bryan Beichler, Steve Jacobs, Elaine Kennedy, Jason Potts, Jacqueline Uhler and **Mark Wilson**, 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.

Summer Workers:

Jane Gross and **Emily Deschemaeker**, cleaning crew, effective June 9, 2009. Rate of compensation will be \$7.50 per hour.

Michael DeGroft, expeditor, effective June 16, 2009. Rate of compensation will

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\$7.50 per hour.

Scott Shepler, Jimmy Winand and Zack Wentz, mowing crew, effective May 18, 2009. Rate of compensation will be \$7.50 per hour.

DISCUSSION:

Dr. O'Connor wondered if the gameworker employees were effective now. It was stated that they were needed to fill in as needed.

BOARD ACTION:

Mr. Bortner made a motion to approve the employment items as presented. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

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

Wilbur Stitt, middle school social studies teacher, request for FMLA leave of absence for childrearing reasons, effective May 11 to May 15, 2009. Mr. Stitt will be using paid leave prior to using FMLA uncompensated leave.

BOARD ACTION:

Mr. Zeigler made a motion to approve the leave of absence as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

- e) **Request Approval to Advertise-**The Board was requested approval to advertise the following coaching positions. The district has received notice that the coaches holding these positions have indicated that they do not wish to return for the 2009-2010 school year.

**Head Middle School Boys Basketball Coach
Varsity Field Hockey Coach
Assistant Varsity Field Hockey Coach
Assistant Varsity Volleyball Coach
Head Girls Varsity Basketball Coach**

DISCUSSION:

It was stated that this information was gained by surveys to the coaches. Dr. O'Connor wondered what we can do to retain coaches.

BOARD ACTION:

Dr. O'Connor made a motion to approve the advertisement of the positions as presented. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

H. Standing motions regarding Curriculum and Technology

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

BOARD ACTION:

Mr. West made a motion to approve the tentative adoption of the board policies and regulation as presented. Seconded by Mrs. Smith and passed on a vote of 9-0.

- 2) **Board Policies and Regulations** – The Board was requested to approve the final adoption to:
- 335 Administrative Employees Family and Medical Leaves
 - 435 Professional Employees Family and Medical Leaves
 - 434 Professional Employees Sick Leave
 - 335-R1 The Family and Medical Leave Act
 - 435-R1 The Family and Medical Leave Act
 - 122-R2 Athletic and Extracurricular Code of Conduct
 - 123-R1 Super Frosh
 - 123-R2 Athletic Record Board – Guidelines

BOARD ACTION:

Mrs. Smith made a motion to approve the final adoption of the board policies and regulations as presented. Seconded by Mrs. Lingg and passed on a vote of 9-0.

3) **New Business:**

- a) **Board Policies** – The Board was requested to approve the tentative adoption to: **(enclosures)**
- 201 Admission of Beginners
 - 716 Integrated Pest Management
 - 916 School Volunteers
 - 612 Budget Transfers
 - Volunteer Handbook

DISCUSSION:

Mr. West thanked Mrs. Frock for her hard work in completing the Volunteer Handbook. Mrs. Frock stated that Mrs. Dubbs also helped. Dr. O'Connor wondered if the new policy on school volunteers would include field trips and chaperones for dances. Mrs. Frock stated that volunteers would be reimbursed

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after five hours of service. The TB test would be administered here. Dr. O'Connor felt that when the public gets involved it is better for students. Mr. Bortner stated that things have changed. Mr. Beichler stated that the policy may mean cancellation of field trips. Dr. O'Connor stated that it is not a law that we have to do this. He thought it sends the wrong message. Mrs. Lingg stated that we have to be very proactive to get volunteers. Dr. O'Connor stated that he would like to have the board policies split for voting.

BOARD ACTION:

Mr. West made a motion to approve the tentative adoption to policy 201 Admission of Beginners. Seconded by Mrs. Smith and passed on a vote of 9-0.

BOARD ACTION:

Mr. West made a motion to approve the tentative adoption to policy 716 Integrated Pest Management. Seconded by Mrs. Smith and passed on a vote of 9-0.

BOARD ACTION:

Mr. West made a motion to approve the tentative adoption to policy 916 School Volunteers and Volunteer Handbook. Seconded by Mrs. Smith and passed on a roll call vote of 7-2. Mr. Bortner and Dr. O'Connor cast the negative votes.

DISCUSSION:

Mr. Wentz stated that audits are done in the fall and that budget overdrafts usually occur after August and September. Mr. West stated that the policy committee thought that the policy should remain the same.

BOARD ACTION:

Mr. West made a motion to approve the tentative adoption to policy 612 Budget Transfers. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

I. Standing motions regarding Finance

- 1) **Athletic Trainer Contract** – The Board was requested to approve 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).

DISCUSSION:

Mrs. Hersh stated that the athletic trainer was terrific and wondered if we could have the same one next year.

BOARD ACTION:

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Dr. O'Connor made a motion to approve the athletic trainer contract as presented. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

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

BOARD ACTION:

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

- 3) **Math Grant** – The Board was requested to approve a math grant for the middle school from the Horizon Research, Inc. in the amount of \$1,290.00.
- 4) **School Improvement Grant** – The Board was requested to approve 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.
- 5) **New Student Activity Fund-High School** – The Board was requested to recommend Board approval of a new student activity fund at the high school entitled Tree Fund.

BOARD ACTION:

Dr. O'Connor made a motion to approve the math grant, school improvement grant and new student activity fund for the high school as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

- 6) **New Business:**

- a) **Custodial Supplies Bid (internal)** – The Board was requested to approve the bids for custodial supplies as follows (total of 3 vendors submitted bids) (**enclosure**):

Americhem International	\$ 8,797.98
XPEDX Harrisburg	\$ 273.75
United Restaurant Equipment Inc.	<u>\$ 2,561.00</u>
Total	\$11,632.73

BOARD ACTION:

Mr. Zeigler made a motion to approve the custodial supplies bid as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

- b) **Donation** – The Board was requested to approve the donation of a Chattanooga ColPac Machine at a value of \$1,600.00 from the Hanover Hospital.

DISCUSSION:

Mr. West wondered what it is. Mr. Klenk stated that it is a machine that holds cold packs or a small freezer.

BOARD ACTION:

Dr. O'Connor made a motion to approve the donation as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

- c) **Check Registers** – The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$1,490,589.73, Building Project totaling \$1,549.75, Capital Reserve totaling \$4,480.00, and Cafeteria totaling \$13,772.97. Grand total \$1,510,392.45 (**enclosure**).

BOARD ACTION:

Mr. Bortner made a motion to approve the check registers as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 9-0.

- d) **Monthly Reports** – The Board was requested to approve the following reports for the month of March (**enclosures**):
- Tax Collector Report
 - Treasurer's Report
 - Investment Report
 - Budget Expenditure Report
 - Revenue Budget Summary
 - Cafeteria Report
 - Student Activities Report

DISCUSSION:

Dr. O'Connor noted that on the condensed summary report it looks like the amount for special education is double the amount as budgeted. Mr. Wentz stated you need to look at the Special Education costs as a group. As of this date that account is on target. Mr. Wentz stated that the amount of earned income tax has a potential for a shortfall. The interest income is on target now. Mr. Smith wondered if the report reflected all the checks that are written. Mr. Wentz stated that it included all of the checks except payroll.

BOARD ACTION:

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

- e) **2009-2010 General Fund Budget Discussion**

DISCUSSION:

Dr. O'Connor wondered if budget documents would be available for the May 11th meeting. Mr. Wentz stated that it is a short turn around period but an attempt will be made. He stated that the budget can be changed after the tentative approval. Mrs. Lingg wondered if Dr. Dillon could give the explanation regarding the Teacher Assistant Position. Dr. Dillon stated that the number of teacher

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assistants are based on number of IEP students. For the 09-10 school year there will be 124 IEP students in the school district. The high school will have 59 which is about the same as the 08-09 school year. The middle school will have 51 which is about the same. Washington will have 3; Clearview will have 1; and Hanover Street will have 10, which will require two Teacher Assistants. Mr. Smith wondered if what we are approving is it okay to take out or substitute. Dr. O'Connor stated that adjustments can be made and the Board is not approving positions. Mr. Smith stated that the administrators need the direction to go. Dr. Dillon stated that it is a federal law in regard to IEP students and rosters. Mr. West stated that he is concerned about the high school classes. When you limit the number of teachers, it affects programs. It would require that only core courses would be offered and limits the electives. It has to have an impact on programs when you are limiting the number of teachers. Mr. Beichler stated that he has taught full classes. It would take away two courses in zoology and anatomy which consists of 62 students for the 09-10 school year. He is concerned that a science teacher is being taken away out of convenience because of a retirement. Mr. West stated that the district has been trying to bring up advanced level courses. Mr. Beichler stated that only two students are signed up for Bio 2 this year. He also stated that seven percent of the students are taking Physics 2. Mr. Bortner wondered how many students are going to major in biology. Mrs. Gomulka stated that the district has been doing a great job with upper level students. The students have increased in proficient and advanced placement. She didn't feel that we wanted to lose that drive. Mr. West stated that it is part of their development. Dr. O'Connor stated that it would be good data to see what each student declares at graduation. Mr. Smith stated that we have to start to save or the district will be in trouble in a couple of years. Dr. O'Connor stated that it is less pain to not hire due to attrition and the Board is trying to work with the teachers. The Board is trying to deal with attrition rather than furlough. There was a debate on how the budget should be presented as to whether the millage rate increase would be a separate item or included with the budget expense. Mr. Bortner stated that he would not vote for a millage increase.

J. Standing motions regarding Facilities - None

K. Old Business - None

L. Other Business

Dr. Doll stated that on May 11 he would have a report on math textbooks. The teachers will be reviewing during the school day.

M. Next meeting date:

The next Committee meeting will be Monday, May 11, 2009, at 6:00 P.M. in the Boardroom
The next Board meeting will be Tuesday, May 26, 2009, at 6:00 P.M. in the Boardroom.

N. Adjournment

Mrs. Lingg made a motion to adjourn the meeting. Seconded by Mr. Bortner. The meeting was adjourned at 9:13 P.M.

