

PERSONNEL COMMITTEE

MAY 11, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order -- The meeting was called to order at 7:55 P.M.

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

Also Present -- Mr. Bortner, Mr. Kauffman, Dr. O'Connor, Mr. Smith, Mr. West, Dr. Doll, Mr. Yingst, Mr. Samuelson, Mrs. Frock, Mrs. Brown, Mr. Wentz, Ms. McDermitt, Dr. Krout, Mr. Fry, Mrs. Dubbs, Sandy Pika, Abby Reichart, Devon Barnes, Mary Kate Higgins, Katie Tine, Jennifer Tine, Gregory Tine, Mike and Denise Miller, Lori Starner, Katie Fry, Zac Tine, Josh Cartwright, Heather Faulhefer, Evening Sun; Eric Hartman, Stephanie O'Brien, Helen Bowersox, Mindy Young, Teryl Cartwright, Kayla Kelly, Teresa Erdman, HEA; Mike Vaux, Carole Frederick, Lise Barnes, Al Moyer, Linda Yowaiski, HPESPA; Bryan Beichler, Mila Patel, Tanner Bowersox, Gabi Rosenbrien, Maria Shea, LKW Silva, Richard E. S. Heistand

2.0 PERSONNEL

Minutes – The Personnel Committee was requested to approve the minutes of the April 13, 2009, meeting (**enclosure**).

COMMITTEE ACTION:

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

PUBLIC COMMENTS: None

a) **Removal of Substitutes-** The Committee was requested to recommend Board approval to remove the following names from the day-to-day substitute list as noted, effective immediately.

John Milkovich and **Ryan Trone**, day-to-day substitute teachers
Thelma Malone, substitute adult patrol

COMMITTEE ACTION:

PERSONNEL COMMITTEE MEETING

May 11, 2009

-2 -

Mrs. Hersh made a motion to remove the substitutes as presented. Seconded by Mr. Zeigler and approved by the committee.

b) **LBT Trustee**- The Committee was requested to recommend Board approval for the following changes as a Lincoln Benefit Trust (LBT) Trustee effective July 1, 2009.

Elaine Kennedy, teacher, will replace **Doug West**, Board Member, as a representative Trustee.

COMMITTEE ACTION:

Mrs. Lingg made a motion to approve the changes to the LBT Trustee as presented. Seconded by Mrs. Smith and approved by the committee.

c) **Job Descriptions**- The Committee was requested to recommend Board approval of the following job descriptions as noted (**enclosures**):

Maintenance Supervisor (new)

Assistance Maintenance Supervisor (delete)

Maintenance Craftsman II (revised and to reflect change in supervisor title)

Maintenance Craftsman I, Head Custodian and Custodian (to reflect change in supervisor title)

Middle School Guidance Secretary

Middle School Secretary

Middle School Secretary/Receptionist

DISCUSSION:

Mr. Zeigler suggested several changes to the job description for the Maintenance Supervisor. Under the ADA requirements he suggested that instead of limiting it to a PA Driver's License it be listed valid driver's license. There might be employees hired from Maryland since we are in close proximity to Maryland.

COMMITTEE ACTION:

Mrs. Lingg made a motion to approve the job descriptions with the changes recommended by Mr. Zeigler for the Maintenance Supervisor. Seconded by Mrs. Smith and approved by the committee.

d) **Salary Placement** – The Committee was requested to recommend Board approval of the following salary placement as noted:

Tony Grimes, Maintenance Supervisor – salary placement effective July 1, 2009, according to Act 93 Group D placement

COMMITTEE ACTION:

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

PERSONNEL COMMITTEE MEETING

May 11, 2009

-3 -

e) **Memorandum of Understanding-** The Committee was requested to recommend Board Approval for the Memorandum of Understanding concerning the August 21, 2009 inservice date (**enclosure**).

COMMITTEE ACTION:

Mrs. Lingg made a motion to approve the memorandum of understanding as presented. Seconded by Mr. Zeigler and approved by the committee.

f) **2009-2010 LPN Salaries** -The Committee was requested to recommend Board approval for the 2009-2010 LPN 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.

COMMITTEE ACTION:

Mr. Zeigler made a motion to approve the 2009-2010 LPN salaries as presented. Seconded by Mrs. Hersh and approved by the committee.

g) **Other Business –**

Dr. O'Connor wondered if the coaching positions that were approved at the last Board meeting for advertisement were polled as to why they no longer want to coach. Mrs. Frock stated that they were given an exit interview and it should be back this Friday. Mr. Smith wondered if they were advertised. Mrs. Frock stated that they were advertised.

ADJOURNMENT:

The meeting was adjourned at 8:05 P.M.

THE NEXT PERSONNEL COMMITTEE MEETING IS SCHEDULED FOR JUNE 8, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

BUDGET AND FINANCE COMMITTEE

May 11, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order -- The meeting was called to order at 8:20 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. Doll, Mr. Yingst, Mr. Samuelsen, Mrs. Frock, Mrs. Brown, Mr. Wentz, Ms. McDermitt, Dr. Krout, Mr. Fry, Mrs. Dubbs, Sandy Pika, Abby Reichart, Devon Barnes, Mary Kate Higgins, Katie Tine, Jennifer Tine, Gregory Tine, Mike and Denise Miller, Lori Starner, Katie Fry, Zac Tine, Josh Cartwright, Heather Faulhefer, Evening Sun; Eric Hartman, Stephanie O'Brien, Helen Bowersox, Mindy Young, Teryl Cartwright, Kayla Kelly, Teresa Erdman, HEA; Mike Vaux, Carole Frederick, Lise Barnes, Al Moyer, Linda Yowaiski, HPESPA; Bryan Beichler, Mila Patel, Tanner Bowersox, Gabi Rosenbrien, Maria Shea, LKW Silva, Richard E. S. Heistand

4.0 BUDGET AND FINANCE

Minutes – The Budget and Finance Committee was requested to approve the minutes of the April 13, 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) **Approval to Seek Cafeteria Bids for 2009-2010** – The Committee was requested to approve to seek bids for the following:

Milk and Tea products
Miscellaneous Cafeteria Foods, including breads

COMMITTEE ACTION:

BUDGET AND FINANCE COMMITTEE MEETING

May 11, 2009

5

Mr. Kauffman made a motion to approve to seek cafeteria bids for 2009-2010 as presented. Seconded by Mr. Smith and approved by the committee.

- b) **Depository for 2009-2010** – The Committee was requested to approve Susquehanna Banks as the depository for the District for the 2009-2010 school year.

COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the depository for 2009-2010 as presented. Seconded by Mrs. Lingg and approved by the committee.

- c) **Athletic Budget** – The Committee was requested to approve the Athletic Budget for the 2009-2010 school year (**enclosure**).

DISCUSSION:

Mr. Wentz stated that the athletic budget is separated from the other budget so there can be further detail. Dr. O'Connor wondered if students from our district could be allowed in free to games. He wondered what the financial loss would be. Mr. Wentz stated that he has that information. Students are offered free seating at different events. Mrs. Frock noted that elementary students and middle school students would not have an ID that could be used. A parent stated that students need to feel good about the school first before they want to attend.

COMMITTEE ACTION:

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

- d) **Cafeteria Budget** – The Committee was requested to approve the Cafeteria Budget for the 2009-2010 school year (**enclosure**).

DISCUSSION:

Crystal has completed five grant applications in an attempt to receive cafeteria equipment from a federal stimulus program.

COMMITTEE ACTION:

Mr. Kauffman made a motion to approve the cafeteria budget as presented. Seconded by Mr. Smith and approved by the committee on a 3-1 vote. Dr. O'Connor cast the negative vote.

- e) **YCAL Grants** – The Committee was requested to approve three grants from the York County Alliance for Learning as submitted by (**enclosure**):

Tiffanie Garman (Hanover Middle School)	\$ 950.99
David Harnish (Hanover High School)	\$1,000.00
Carrie Iezzi (Hanover Middle School)	\$ 999.99

COMMITTEE ACTION:

BUDGET AND FINANCE COMMITTEE MEETING

May 11, 2009

6

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

- f) **Donation** – The Committee was requested to approve a donation of \$300.00 from the Eichelberger High School Class of 1951 (no stipulation on use).

COMMITTEE ACTION:

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

Homestead/Farmstead Update-INFORMATIONAL ITEM ONLY

Mr. Wentz reported that we will receive \$573,492 this year compared with \$573,962 from last year. There were 68 new residents who applied. The refund per resident was \$165; last year was \$168 per resident. The information will be on a future agenda to approve. Dr. O'Connor wondered if this was only a help in the first year. Mr. Wentz stated that based on a increase of .2 mills and \$175,000 assessed property there was a reduction of \$34 last year and with the increase of .2 mills there will be an increase of \$32 this year; therefore, there would be no change in taxes in two years.

Other Business –

Mrs. Smith wondered about Mr. Wentz's opinion about the purchase of a bus from South Western School District for extracurricular events. Mr. Wentz stated that at this point he didn't think it would be beneficial to the District. He would like to check in another year and monitor. He doesn't recommend at this point. Based on approximately 125 trips it would not be a large enough savings. One problem could be getting bus drivers. The cost for transportation to the District for 2007-2008 was \$56,000. Mr. Kauffman thought it might be difficult to keep a pool of drivers. Mr. Zeigler stated that drivers need to know each student issue and he could see a lot of problems with a potential for a huge lawsuit. Mrs. Hersh wondered about the cost of maintenance in a year on a bus. Mr. Wentz stated that South Western has an in house mechanic and there could be major costs in maintenance. Mrs. Smith wondered if the District were to buy a bus could it just be for sports and not transportation for school. Mr. Yingst stated that shouldn't be a problem. Mr. Smith wondered about a 15-passenger van. Mr. Wentz stated that Ken Klenk has been using the vans rather than buses if possible for athletic teams. Mr. Wentz stated that South Western will be trading the bus in and they do it frequently. Mr. Wentz stated that there were 270 total trips last year with 125 single trips on school days. Mr. Smith thought it would be a convenience except for the driver issue. It was thought that it should be on hold for another year.

ADJOURNMENT:

Mr. Kauffman made a motion to adjourn the meeting. The meeting was adjourned at 8:45 P.M.

THE NEXT BUDGET AND FINANCE COMMITTEE MEETING IS SCHEDULED FOR JUNE 8, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

BUILDING AND GROUNDS COMMITTEE

MAY 11, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order – The meeting was called to order at 7:53 P.M.

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

Also Present -- Dr. O'Connor, Mrs. Hersh, Mrs. Kauffman, Mrs. Lingg, Mrs. Smith, Dr. Doll, Mr. Yingst, Mr. Samuelsen, Mrs. Frock, Mrs. Brown, Mr. Wentz, Ms. McDermitt, Dr. Krout, Mr. Fry, Mrs. Dubbs, Sandy Pika, Abby Reichart, Devon Barnes, Mary Kate Higgins, Katie Tine, Jennifer Tine, Gregory Tine, Mike and Denise Miller, Lori Starner, Katie Fry, Zac Tine, Josh Cartwright, Heather Faulhefer, Evening Sun; Eric Hartman, Stephanie O'Brien, Helen Bowersox, Mindy Young, Teryl Cartwright, Kayla Kelly, Teresa Erdman, HEA; Mike Vaux, Carole Frederick, Lise Barnes, Al Moyer, Linda Yowaiski, HPESPA; Bryan Beichler, Mila Patel, Tanner Bowersox, Gabi Rosenbrien, Maria Shea, LKW Silva, Richard E. S. Heistand

5.0 BUILDING AND GROUNDS

Minutes – The Building and Grounds Committee was requested to approve the minutes of the April 13, 2009, meeting (**enclosure**).

COMMITTEE ACTION:

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

PUBLIC COMMENTS: None

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

Mr. Bortner stated that he would like to set up a timeline for the two schools with the end result that the construction would begin in June 2010.

b) **Other Business** - None

BUILDING AND GROUNDS COMMITTEE MEETING

May 11, 2009

-8 -

ADJOURNMENT:

Mr. Smith made a motion to adjourn the meeting. Seconded by Mr. Bortner. The meeting was adjourned at 7:55 P.M.

THE NEXT BUILDING AND GROUNDS COMMITTEE MEETING IS SCHEDULED FOR JUNE 8, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

CURRICULUM AND TECHNOLOGY COMMITTEE

MAY 11, 2009

ADMINISTRATION BUILDING

AGENDA

OPENING BUSINESS

- Call to Order -- The meeting was called to order at 8:05 P.M.
- Roll Call -- Members present: Mr. West (Chair), Dr. O'Connor, Mrs. Hersh, Mrs. Smith
- Also Present -- Mrs. Lingg, Mr. Bortner, Mr. Kauffman, Mr. Smith, Mrs. Lingg, Dr. Doll, Mr. Yingst, Mr. Samuelsen, Mrs. Frock, Mrs. Brown, Mr. Wentz, Ms. McDermitt, Dr. Krout, Mr. Fry, Mrs. Dubbs, Sandy Pika, Abby Reichart, Devon Barnes, Mary Kate Higgins, Katie Tine, Jennifer Tine, Gregory Tine, Mike and Denise Miller, Lori Starner, Katie Fry, Zac Tine, Josh Cartwright, Heather Faulhefer, Evening Sun; Eric Hartman, Stephanie O'Brien, Helen Bowersox, Mindy Young, Teryl Cartwright, Kayla Kelly, Teresa Erdman, HEA; Mike Vaux, Carole Frederick, Lise Barnes, Al Moyer, Linda Yowaiski, HPESPA; Bryan Beichler, Mila Patel, Tanner Bowersox, Gabi Rosenbrien, Maria Shea, LKW Silva, Richard E. S. Heistand

3.0 CURRICULUM AND TECHNOLOGY

Minutes – The Curriculum and Technology Committee was requested to approve the minutes of the April 13, 2009, meeting (**enclosure**).

COMMITTEE ACTION:

Mr. West made a motion to approve the minutes as presented. Seconded by Dr. O'Connor and approved by the committee.

PUBLIC COMMENTS: None

a) **Information from April 9, 2009, Curriculum Meeting**

Dr. Doll stated that the next Curriculum meeting will be Thursday, May 14. One of the topics to be discussed is readiness. Dr. Doll gave an update on the LFS training. Dr. Doll, Mrs. Pam Smith, and Mr. Samuelsen are all able to train. He stated that Dr. Moyer is also able to train. A tentative plan was made that by the end of the 2010 year all teachers will be trained in LFS. Also, he outlined the testing procedures and progress made toward the math curriculum. Dr. O'Connor wondered if they could get the agenda ahead of time and also the minutes and a recording of the meeting. It was stated that Mrs. Dubbs will be coming to take minutes. Mr. West was glad to hear about the consensus on the math curriculum.

CURRICULUM AND TECHNOLOGY COMMITTEE MEETING

April 13, 2009

10

Other Business – None

ADJOURNMENT:

The meeting was adjourned at 8:20 P.M.

THE NEXT CURRICULUM AND TECHNOLOGY COMMITTEE MEETING IS SCHEDULED FOR JUNE 8, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.