

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Monday, July 13, 2009

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

Board member absent: Mr. Kauffman

Also Present - Dr. Moyer, Jim Yingst, Mr. Wentz, Dr. Doll, Ms. McDermitt, Mr. Klenk, Mr. Grimes, Eric Hartman, HEA; Mike Vaux, Mr. Samuelsen, Sara Little, Mrs. Frock, Katie Fry, Mr. Hain, Mrs. Dubbs

B. Recognition of Visitors and Public Comment:

Public Comment: None

C. New Business

1. Standing Motions Regarding Personnel

- a) **Approval to Advertise** – The Board was requested to approve the position of athletic/activities director and to advertise for the position of Athletic/Activities Director with the job description to follow at a later date.

DISCUSSION:

Mr. West wondered since a job description was not approved yet whether we can advertise. This position was previously split because a concern with the volume of work. Mrs. Hersh felt that due to timing this should be advertised now. Dr. O'Connor stated that he liked the idea but it would be an entirely different position. Mr. Smith felt that resumes could be sent. Mrs. Lingg stated she would like to have someone hired. Mr. Yingst stated that it could be listed as a dual position and the Board could proceed with it. Mrs. Lingg stated that facilities could be coordinated better with the new position. Mr. Smith stated that a master schedule could be done with the facilities use.

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

2

BOARD ACTION:

Dr. O'Connor made a motion to approve the position of athletic/activities director and to advertise for the position of Athletic/Activities Director with the job description to follow at a later date. Seconded by Mr. Bortner and passed on a vote of 7-1. Mr. Zeigler cast the negative vote.

DISCUSSION:

Dr. O'Connor stated that he felt that the after school activities are very important. He would like to see the position of the athletic/activities director and liked the concept of combining the two positions.

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

Summer Worker:

Joshua Livelsberger, summer worker, effective July 14, 2009. Rate of compensation will be \$7.25 per hour (**enclosure**).

Classified Employee:

Deanna Markle, elementary secretary, effective with the beginning of the 2009-2010 school year. Rate of compensation will be \$11.21 per hour (**enclosure**).

- c) **Approval of Addendum-** The Board was requested to approve the attached contract addendum for the assistant superintendent (**enclosure**).

DISCUSSION:

Mrs. Hersh said she was glad to see a furloughed employee was being hired back in Deanna Markle. She was sure she would do a great job.

BOARD ACTION:

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

2. **Standing motions regarding Curriculum and Technology**

- a) **High School Handbook** – The Board was requested to approve the amended 2009-2010 High School Handbook (**enclosures**):
- b) **Elementary School Handbook** – The Board was requested to approve the 2009-2010 Elementary School Handbook (**enclosures**):

DISCUSSION:

Dr. O'Connor stated that he had several changes to the high school handbook. He went over the revised copy and the changes were all made. Mrs. Hersh wondered about the mentoring program. Mr. Samuelsen stated that it is a graduation project and he would like to see the program expanded this year. Mrs.

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

3

Hersh stated that the 9th grade is a tough year and she suggested students receive the program at that level. Mr. Samuelsen stated he would look into it.

BOARD ACTION:

Mrs. Hersh made a motion to approve the amended version of the high school handbook and the elementary school handbook. Seconded by Mrs. Lingg and passed on a roll call vote of 8-0.

3. **Standing motions regarding Budget and Finance**

- a) **Roof Payment** – The Board was requested to approve payment of \$144,765.00 to Double D Roofing and Sheet Metal, Inc. as 25% completion of the Middle School Re-Roofing Project.

DISCUSSION:

Mr. West wondered if everything was going well with the roof. Mr. Smith stated that a man has been on site and they are logging in all the information. The request for payment was at architect Jim Baumgardner's request.

BOARD ACTION:

Mr. Zeigler made a motion to approve the roof payment as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0.

- b) **Wilson Avenue Sidewalk and Curbing Project Bid Approval** – The Board was requested to approve the bid of \$88,979 from Keith D. Smith Concrete Contractor, Inc. for the Wilson Avenue Sidewalk and Curbing Project (**enclosure**).

DISCUSSION:

Mr. Bortner wondered whether the plans for Washington were taken into consideration in regard to the curbing. It was stated that they are according to the sketches. Mr. Wentz stated that he received a letter from the low bid that due to human error they would not stand behind their bid. He spoke about 225 feet below the exit to the tennis courts there would be a change order due to budgetary reasons by the Borough not paving the entire stretch of road. Mr. Zeigler wondered if it would need to be done now. Mr. Wentz stated he felt that the sidewalk and curbing should be completed and the Board is not voting on a change order at this time. He felt that the curbing would be a hazard if not completed.

BOARD ACTION:

Mrs. Lingg made a motion to approve the sidewalk and curbing as presented. Seconded by Mrs. Smith and passed on a roll call vote of 8-0.

4. **Other Business** – Mrs. Hersh wanted to thank the high school for having the High School schedules out at this time. Mr. Bortner thought it was real positive.

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING
July 13, 2009

4

D. Adjournment:

The meeting was adjourned at 6:30 P.M.

Troy Wentz, Board Secretary

BUDGET AND FINANCE COMMITTEE

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

5

July 13, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order -- The meeting was called to order at 6:52 P.M.

Roll Call -- Members present: Dr. O'Connor, Mr. Smith, Mrs. Lingg, Mr. Bortner

Also Present -- Mr. Yingst, Mr. Wentz, Dr. Moyer, Ms. McDermitt, Mr. Klenk, Mr. Grimes, Mr. Samuelsen, Mrs. Frock, Mr. Hain, Dr. Doll, Mrs. Dubbs, Eric Hartman, HEA; Mike Vaux, Sam Little, HEA; Katie Fry

4.0 BUDGET AND FINANCE

Minutes – The Budget and Finance Committee was requested to approve the minutes of the June 8, 2009, meeting (**enclosure**).

COMMITTEE ACTION:

Mrs. Lingg made a motion to approve the minutes as presented. Seconded by Dr. O'Connor and approved by the Committee.

PUBLIC COMMENTS: None

- a) **Driver's Education Lab Fee** – The Committee was requested to recommend Board approval of the driver's education lab fee of \$50 for the 2009-2010 school year.

DISCUSSION:

Dr. O'Connor wondered if the program breaks even. Mr. Wentz stated that the state reimburses for the program. Dr. O'Connor wondered if it would be cheaper to subcontract out like other schools do. Mr. Wentz stated that we could look into it. Mrs. Lingg stated that there is no change to the fee. Mr. Wentz stated that the state limits the charge in order to receive reimbursement from the state.

COMMITTEE ACTION:

Dr. O'Connor made a motion to approve the Driver's Education Lab Fee as presented. Seconded by Mr. Smith and approved by the Committee.

- b) **Cafeteria Bids** – The Committee was requested to recommend Board approval of the following cafeteria bid awards for the 2009-2010 fiscal year (2 bids were received for bakery products and 3 bids were received for milk, miscellaneous drinks, ice cream):

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

6

Bakery Products – Stroehmann Bakeries, LC
Milk, Miscellaneous Drinks, Ice Cream – Turkey Hill Dairy

DISCUSSION:

Mr. Wentz stated that the bids are not included in the Board packet because all bids were not alike in terms of packaging.

COMMITTEE ACTION:

Dr. O'Connor made a motion to approve the Cafeteria Bids as presented. Seconded by Mr. Smith and approved by the Committee.

c) **Informational Item – Budget Newsletter (enclosure)**

Dr. Moyer stated that we have a budget and would like to put the information out to the community. He has drafted a newsletter with the help of Mr. Wentz. It was too late for the summer newsletter. He will be placing at public areas like the library, tax office, and school building lobbies. He thought that the findings put Hanover in a good light. Dr. O'Connor stated that it didn't point out that the Board didn't take out of the savings account to make the budget. There was a suggestion that the complete budget be put on the website for the past years.

d) **Other Business – None**

ADJOURNMENT:

The meeting was adjourned at 7:00 P.M.

THE NEXT BUDGET AND FINANCE COMMITTEE MEETING IS SCHEDULED FOR AUGUST 10, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

BUILDING AND GROUNDS COMMITTEE

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

7

JULY 13, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order – The meeting was called to order at 7:00 P.M.

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

Also Present -- Mr. Yingst, Mr. Wentz, Dr. Moyer, Ms. McDermitt, Mr. Klenk, Mr. Grimes, Mr. Samuelsen, Mrs. Frock, Mr. Hain, Dr. Doll, Mrs. Dubbs, Eric Hartman, HEA; Mike Vaux, Sam Little, HEA; Katie Fry

5.0 BUILDING AND GROUNDS

Minutes – The Building and Grounds Committee was requested to approve the minutes of the June 8, 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) **Capital Reserve Budget** – The Committee was requested to recommend Board approval of the 2009-2010 Capital Reserve Budget (**enclosure**).

DISCUSSION:

Mr. Bortner wondered if the enclosure at Clearview is necessary. Mr. Grimes stated that the price was from last year and would make it nice. Mrs. Smith stated that birds got stuck in there. Mr. West wondered if the masonry rebuild needs to be done especially if the track is moved there. Mr. Smith felt that the cost was way too much. Mr. Grimes stated that most of the cost of the masonry was on the Middle School. Mr. Bortner stated that when final costs were available for Hanover Street and Washington then we can look at Sheppard and Myers and track. Mrs. Lingg wondered how bad the dugouts are. Dr. O'Connor stated that the district has been criticized for maintenance. He felt that these were unusually small numbers for the building in preventative care. There was a question about the heat pumps at the Middle School. Mr. Grimes stated that there are 50 and the newer ones are better. He stated that Clearview's heat pumps are more energy efficient. Mr. Smith wondered in regard to the dugouts whether someone could volunteer to waterproof as a senior project. He thought it only needed a coat of

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

8

sealer. Mr. Yingst stated that it is always a liability and not necessarily responsibility of the district. We should check with our insurance carrier. He would recommend that they not be up on a roof. Mr. Bortner stated that he sees nothing wrong. Mr. Samuelsen thought that someone could do this for their senior project and maybe paint orange and black. Mr. Wentz stated that these project can be considered if approved. Mr. Smith stated that he would like to see them done in house if possible.

COMMITTEE ACTION:

Mr. Smith made a motion to approve the Capital Reserve Budget as presented. Seconded by Mr. Bortner and approved by the Committee.

- b) **Other Business** – Dr. O'Connor wondered if interest on the capital reserve could fund their projects. Mr. Wentz stated that up to three quarters of certificate could be covered this year through interest monies, but not next year because the rates have dropped significantly.

ADJOURNMENT:

The meeting was adjourned at 7:18 P.M.

THE NEXT BUILDING AND GROUNDS COMMITTEE MEETING IS SCHEDULED FOR AUGUST 10, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

CURRICULUM AND TECHNOLOGY COMMITTEE

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

9

JULY 13, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order -- The meeting was called to order at 6:31 P.M.

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

Also Present -- Mr. Yingst, Mr. Wentz, Dr. Moyer, Ms. McDermitt, Mr. Klenk, Mr. Grimes, Mr. Samuelson, Mrs. Frock, Mr. Hain, Dr. Doll, Mrs. Dubbs, Eric Hartman, HEA; Mike Vaux, Sam Little, HEA; Katie Fry

3.0 CURRICULUM AND TECHNOLOGY

Minutes – The Curriculum and Technology Committee was requested to approve the minutes of the June 8, 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: None

c) **Informational Item** – Summer Middle School Math Program and Summer Reading Academy Updates

DISCUSSION:

In regard to the Summer Middle School Math Program Dr. Moyer stated that this program goes a long way to close the gap. Dr. Doll stated that this is the first year for the Summer Middle School Math Program. The grant money for this program ended June 30, 2009. The students were identified for this program by student assessment. Below basic or basic test scores, report cards, and teacher input was used. There were 53 students eligible but only 10 attended. Six teachers participated in the program. The student will be better prepared for next year since they focused on the skills they are lacking. There were signs that gains were made. The students rotated between teachers. They saw positive results.

Mr. Czap spoke on behalf of the Summer Reading Academy. It has been taking place for about four to five years. It is held for three weeks in July. The students that do the Reading Academy are identified from results of the DIBELS testing which is given three times a year. There were 56 students who signed up and around 50 students are attending. Following the

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

10

program the DIBELS test is given again. The lowest scores go to all day Kindergarten. The students that don't make all day Kindergarten will be referred to IST teachers.

Dr. O'Connor wondered if our curriculum was aligned to the PSSA tests and how much. Dr. Doll stated that we are looking at the skills lacking and especially at math facts. Dr. O'Connor wondered about the effectiveness of our assessments. He stated that the PVAS site predicts what students will do and bring results. Dr. Doll stated that we are looking at what is taught and look at the end of the program data. Mr. West wanted to thank Dr. Doll and Mr. Czap for the presentations. He felt that they are very successful programs.

b) **Other Business –**

Mr. Smith wondered how we are expanding mentoring and how many are currently at Clearview. Mr. Czap stated that there are not that many at Clearview. He is going to highlight at Kindergarten orientation and back to school night. Dr. Moyer stated the Admin Team will meet with Mr. Jenkins regarding mentoring. Mrs. Hersh wondered if Heather could do an article for the Evening Sun. Mr. Zeigler wondered if this could be brought up at Dutch Days regarding mentoring program. Dr. O'Connor suggested that when people pay their taxes whether they could be asked to volunteer for the program.

ADJOURNMENT:

The meeting was adjourned at 6:52 P.M.

THE NEXT CURRICULUM AND TECHNOLOGY COMMITTEE MEETING IS SCHEDULED FOR AUGUST 10, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

PERSONNEL COMMITTEE

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

11

JULY 13, 2009

ADMINISTRATION BUILDING

MINUTES

OPENING BUSINESS

Call to Order -- The meeting was called to order at 6:30 P.M.

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

Also Present -- Mr. Yingst, Mr. Wentz, Dr. Moyer, Ms. McDermitt, Mr. Klenk, Mr. Grimes, Mr. Samuelsen, Mrs. Frock, Mr. Hain, Dr. Doll, Mrs. Dubbs, Eric Hartman, HEA; Mike Vaux, Sam Little, HEA; Katie Fry

2.0 PERSONNEL

Minutes – The Personnel Committee was requested to approve the minutes of the June 8, 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 of the following employment items contingent upon receipt of necessary employment documents:

Supplemental Employee:

Jason Weigle, freshman class advisor for the 2009-2010 school year. Rate of compensation will be \$997.00.

COMMITTEE ACTION:

Mrs. Lingg made a motion to approve the employment item as presented. Seconded by Mr. Zeigler and approved by the Committee.

- b) **Approval to Advertise-** The Committee was requested to recommend Board approval to advertise for the following position:

Full-time Third Shift Custodian

COMMITTEE ACTION:

HANOVER PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION MEETING

July 13, 2009

12

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

- c) **Other Business** – Dr. O'Connor wondered if the job description for the Athletic/ Activities Director should be approved. Mrs. Lingg stated the Board needs more time to look it over.

ADJOURNMENT:

The meeting was adjourned at 6:31 P.M.

THE NEXT PERSONNEL COMMITTEE MEETING IS SCHEDULED FOR AUGUST 10, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.