

**Hanover Public School District  
School Board Planning Meeting  
Monday, March 8, 2010 - 6:00 P.M.**

**MINUTES**

**I. Opening Business**

- A. Call to Order -- The meeting of the Hanover Public School District Board of Education was called to order at 6:00 P.M.
- B. Pledge of Allegiance
- C. Roll Call - Board members present:  
Mr. Bortner, Mr. Edwards, Mr. Engle, Mrs. Funk, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. Watson

Also Present - Dr. Moyer, Mr. Musselman, Mr. Grimes, Mrs. Frock, Mr. Wentz, Mrs. Gunnet, Dr. Krout, Mr. Samuelsen, Mrs. Dubbs, Mr. Hain, Sara Little, HEA; Brenda Funke, Beta Delta International Society; Irene Murphy, Beta Delta International Society; Heather Faulhefer,  
Evening Sun

- D. Recognition of Visitors and Public Comment:

Public Comment:

A video clip was played of the game-winning shot for the Hanover basketball game against Delone Catholic which took them to states competition.

Irene Murphy and Brenda Funke spoke on behalf of the Delta Kappa Gamma Society International. They presented a check in the amount of \$150 to purchase books for Washington Elementary in memory of Helene Rouzer, a former teacher and principal at Washington Elementary.

Sara Little stated that the High School art department will be participating in an art exhibit beginning this Sunday. There will be ten schools represented at the Susquehanna Art Museum until the end of April. Three of our Hanover students received gold keys at the regional level.

**II. Matters for Which Board Action is Required**

**A. Personnel**

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

**Supplemental Employee:**

**Elmer Laughman**, student custodian at Middle School, effective February 22, 2010.

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

**Classified Employee:**

**Kimberly Heist**, part-time second shift custodian effective March 9, 2010. Rate of compensation will be \$9.67 per hour (**enclosure**).

**Supplemental Employee:**

**Kady Descheemaeker**, student custodian at Middle School, effective immediately. Rate of compensation will be \$7.25 per hour (**enclosure**).

**BOARD ACTION:**

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

- 3) **Other Business - None**

**B. Assistant Superintendent Report**

Mr. Musselman reported that he attended his first Title I Non Public meeting this past Friday. The non-public schools are also entitled to Title I funding. The districts participating were Southwestern, Littlestown, Conewago Valley and Hanover. Next year the LIU will be taking over the program.

He is working on creating a cyber school committee. He has created a document showing the status of cyber school students. He has contacted high school teachers and four are interested in helping in an advisory committee.

He is currently compiling data. He has found a lot of data and will be presenting at the instructional committee on Wednesday.

In regard to the policy committee they are looking at ways to move ahead.

There will be a PSSA Admin training for PDE and DRC at the LIU. We will be sending a team to the conference.

### III. Proposed March 22 Agenda Items

**A. Building and Grounds**

- 1) **Informational Item – Building & Grounds Meeting at Maintenance Shed Report**

**DISCUSSION:**

Dr. O'Connor noticed that equipment needing replaced was mentioned often. He stated that is the first place we cut and eventually it may need to be replaced all at the same time. He felt that some of our equipment is only used 30 percent of the time and wondered if we could contact Southwestern and enter into a

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consortium with them to share equipment. Dr. Moyer stated that he has talked with Southwestern and they are open to that. He felt it would make good sense. Mr. Smith and the other building and grounds members were impressed with the fact that our maintenance shed is very neat. Mr. Bortner stated that the Board may need to reconsider the balanced budget in order to plan for future equipment replacements. Mr. Smith stated he would like the completed items from the Building and Grounds meetings put on moodle. The next meeting will be in April at Sheppard and Myers. Mr. Smith stated that the second part of the meeting was devoted to discussion on Middle School traffic pattern. Jim Baumgardner has volunteered to help with designing a new proposal. (Volunteer part deleted as per Board meeting March 22, 2010. Chief Whitson has requested that we not make the change until April. His plan suggests that Hollywood be made one-way and traffic would exit from Wilson and Fame. They also spoke regarding training from the police department for directing traffic. Dr. Moyer wanted to thank Chief Whitson, Jim Baumgardner, and Jim Watson for taking the time to volunteer ideas and comments.

2) **Other Business** - None

B. Personnel

1) **Other Business** - None

C. Instructional

- 1) **Board Policies** – The Board is requested to approve the tentative adoption to **(enclosure)**:
  - 237 Electronic Devices
- 2) **School Calendar** – The Board is requested to approve the adoption of the 2010-2011 District Calendar **(enclosure)**.

**DISCUSSION:**

Mr. Bortner wondered if the coaches were happy with the proposed calendar. Dr. Moyer stated that the High School is proposing to start a link program. This would be a mentoring program for Freshmen to get them started at the High School on a positive note. There will be a proposal at the next board meeting to send two employees, Dave Harnish and Greg Wagner, for training. A videoclip was shown from Southern York School District highlighting their program. Mr. Samuelsen stated that he has been looking at the program for a while. He felt it would be a great program. He thought the impact on attendance and student achievement would be huge. The money that would be used for the workshop could be gotten from this year's funds. Mr. Bortner wondered if the mentors would be keeping in touch with the freshmen. Mr. Samuelsen stated that they would be meeting at least a couple of times a month. The program would be

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student-led and we would need 30 students to begin the program. Students are waiting to get into the program already. Dr. O'Connor felt that the district should set measureable criteria. Comparisons could be made with academics, attendance, school spirit or student discipline referrals with the previous year. Dr. O'Connor stated that the detriment occurs since not all students would be attending the first day of school at the High School. He felt that would be a good time for students to get more involved with the shadowing program. Mr. Smith also stated that this could be instituted for students going from Elementary to Middle School.

3) **Technology Update – Dave Fry**

Mr. Fry presented our focus areas are student access, communication and 21<sup>st</sup> century skills. Currently 100 percent of our classrooms at the High School are smart classrooms. Fifty percent of the Middle School are Smart Classrooms. The Elementary classrooms will be changed to Smart Classrooms. Clearview will begin soon and the other two elementary schools during construction. The ratios for computer to student is as follows: Clearview 4.18:1; Hanover Street 4.25:1; Washington 3.26:1; Middle School 2.34:1; High School 2.1:1. The higher the number of computers in the district the more maintenance is needed on them. He is hoping by 2011-2012 that the ratio in the High School will be 1:1. If this were to happen, the District would get four classrooms back to be used. The cost of a netbook is approximately \$400. They have improved drastically in speed and capabilities from the past. If more computers are added the tech department could use an additional computer technician, half tech coach, and time. The cost per year to add the computers would be \$70,000, which is about double what we are paying now. Dr. O'Connor wondered about how computers could affect libraries and the ability to get books online rather than physically buying books. Mr. Bortner wondered about wireless. Mr. Fry stated we will need to double the wireless at the high school at a cost of about \$10,000. The cost to do the rest of the District would be \$20,000. The increased wireless capabilities would help with capacity rather than distance.

4) **Other Business –** There will be an Instructional Meeting of the team leaders and administration on Wednesday, March 10, beginning at 3:45 PM. PSSA data will be discussed.

## IV. Recess

## V. Planning/Discussion

### A. Budget and Finance

1) **INFORMATIONAL ITEM – 2010-2011 General Fund Budget Update (enclosures)**

**DISCUSSION:**

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Mr. Wentz stated that this is where we are at this point. It is a snapshot of the proposed budget. It gives a breakdown of revenues into three sections – local, state and federal. Some future considerations would be the fact that the federal stimulus money will be removed from Basic Education funding from the state, the push for full day kindergarten which would need additional staffing, bigger buildings could mean a need for additional custodians. In regard to insurance the trend is 9 percent. Sixty-six percent of our revenue is gained from real estate taxes. We could go anywhere between 0 and .54 mills as far as tax increase. Dr. O'Connor wondered if the Earned Income would decline. Mr. Wentz stated that it should remain pretty even. The big thing is the reduction in investment earnings. We are currently getting .8 percent interest. Mr. Engle wondered if the real estate transfer revenue was realistic. Mr. Wentz stated that he felt it was. Dr. O'Connor wondered about the proposed new shopping center. Mr. Wentz stated that for 2010/2011 we wouldn't see a whole lot. Dr. O'Connor wondered about the timeline and the debate as to 0 to .5% tax increase. Mr. Wentz stated that if the Board wanted no tax increase they should let the Administration know right away. Mr. Edwards stated that the Board needs to give the Administration direction so that Mr. Wentz can work with that information. Dr. O'Connor stated that usually the figure that is put out first is the one that the taxpayer remembers. Dr. Moyer wondered if the Board wanted the Budget and Finance Committee to meet to discuss. Mr. Wentz stated that we are pretty close to a final budget. We are limited to .5%. The index plays a huge factor. According to last year's timeline the preliminary budget was approved in May and the final budget in June.

- 2) **INFORMATIONAL ITEM - Board Policy Review (600 series)** – Policies 606-Tax Collection and 615-Payroll Deductions along with 622-GASB 34 and Fixed Assets (new) suggested to be added to policy committee

### **DISCUSSION:**

Mr. Wentz stated that these policies would be reviewed and the language changed in each of these policies.

- 3) **Transportation Bid Approval** – Request to seek bids on transportation for 2010-2011 school year (Field Trips, Athletics and Band)

### **DISCUSSION:**

Mr. Wentz stated that this is a request for bid like in past years. Mr. Smith stated that he would consider buses for our own activities. He thought it would be worth checking into. Mr. Wentz stated that we would need a pool of drivers, scheduling and he was not sure that one bus would service all of our activities. Dr. O'Connor thought that we could do a comparison. Mr. Wentz stated that we would not get as good a bid if not as many runs were bid on. Mr. Smith stated that it could also move children to events. Mr. Edwards stated it would not be enough with one bus for field trips and we would have to check on insurance costs, drivers and someone to coordinate. Mrs. Smith thought that we wouldn't necessarily use for field trips but she thought it is a good idea. Mr. Bortner felt it was an option to look at. Dr. Moyer stated that it would add to the convenience and give the

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District flexibility. Mr. Edwards stated that the Administration would need to look at and compare. Mr. Bortner wondered if we had any volunteers who were qualified to drive bus. Mr. Wentz stated that the bus we were considering from Southwestern was going to be \$2,700. It was thought that an older bus would be in need of repairs.

- 4) **York School of Technology** – Roof resolution approval; budgeted costs for Hanover estimated to be \$28,000, fiscal year 2011-2012 through 2015-2016

### **DISCUSSION:**

Mr. Wentz stated that he attended a meeting last week. They are considering taking out a loan and do the roof this year at a cost of approximately \$3.5 million, which is what the figures are based on.

### **Act 34**

### **DISCUSSION:**

Dr. Moyer stated that we should be getting an Act 34 date soon. There was a meeting and information needed is being gathered.

- 5) **Other Agenda Items For March 22, 2010**

- a) **Audit Report Presentation Fiscal Year Ended June 30, 2009** – Smith Elliott Kearns and Company, Craig Witmer and Teena Curnow
- b) **Monthly Reports** – February
- c) **Check Register**
- d) **Donations** –
  - 1) Books at Washington—In memory of Helene Rouzer, former principal

## **VI. Public Comment**

## **VII. Adjournment**

Mr. Edwards made a motion to adjourn the meeting. Seconded by Mrs. Lingg. The meeting was adjourned at 8:10 P.M.

An executive session as held following the meeting to discuss personnel issues.

The next Board meeting will be Monday, March 22, 2010, at 6:00 P.M. in the Boardroom.