

Hanover Public School District
School Board Planning Meeting
Monday, June 14, 2010 - 6:00 PM

MINUTES

I. Opening Business

- A. Call to Order --The meeting was called to order at 6:07 PM.
- B. President's Charge/Moment of Silence
- C. Pledge of Allegiance
- D. Roll Call - Board members present:
Mr. Bortner, Mr. Engle, Mrs. Funk, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith

Board members absent: Mr. Edwards, Mr. Watson

Also Present - Dr. Moyer, Richard Musselman, Mr. Wentz, Mrs. Gunnet, Mrs. Smith, Mrs. Frock, Mr. Grimes, Mr. Samuelsen, Mrs. Dubbs, Mr. Fry, Kim Winhauer, Mike Vaux, HPESPA; Allison Trump, Lisa Barnes, Laura Silver, Connie Hahn, Dave, Sup & Marissa Hoffman, Rose, Anne & Rachel Cosgrove, Teresa Erdman, HEA; Ken Silver, Crystal Blair, Scott Senft, Luann Garland

- E. Recognition of Visitors and Public Comment:

Public Comment: None

II. Matters for Which Board Action is Required

A. Personnel

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

Summer Reading Academy Employee

Tami Turchich, summer reading academy teacher, effective immediately. Ms. Turchich was previously approved, however, she has notified the district that she will not be available.

Supplemental Employee

Faye Krepps, assistant high school yearbook advisor, effective immediately. Ms. Krepps' salary will only be prorated for duties completed.

Classified Employee

Judi Sutherland, adult patrol, effective with the end of the 2009-2010 school year. Mrs. Sutherland is requesting to remain on the adult patrol substitute list for the 2010-2011 school year.

Patricia Statler, adult patrol, effective with the end of the 2009-2010 school year.

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

Summer YWCA (partially paid through YWCA grant)

Bonnie Bowers, cafeteria assistant from June 28, 2010, through July 29, 2010 (18 days) at her regular hourly compensation \$16.73/hr (09/10), \$17.46/hr. (10/11).

Summer Reading Academy Employee

Heather Wagaman, summer reading academy teacher, effective June 21 July 15, 2010. Rate of compensation will be \$20.00 per hour.

Substitute Employees

Janelle Zimmerman, substitute clerical, teaching and personal assistant, lunchroom/playground supervisor and cafeteria, effective immediately. Rate of compensation will be \$9.67 per hour.

Supplemental Employee

Melissa Seideman, assistant high school yearbook advisor, effective for the 2009-2010 school year. Rate of compensation will be \$1143.00 (prorated amount for duties completed.)

- 3) Approval to Advertise- The Board was requested to approve advertisement of the following positions for the 2010-2011 school year:

District Webmaster
Adult Patrol

Coaching Positions:

Head MS Field Hockey Coach
Head Middle School Soccer Coach
Head 9th Grade Boys Basketball Coach
Assistant Varsity Girls Basketball Coach
Assistant Varsity Track Coach
Assistant Varsity Soccer Coach
Head Girls Varsity Tennis Coach
Head Junior Varsity Softball Coach
Head Junior High Wrestling Coach

- 4) Tenure - The Board was requested to approve tenure for the following staff members ([enclosure](#)):

Kerry Boyd
Taryn Shrader
Tiffanie Garman
Stephanie Zortman
Lauren White
Jennifer Gebhart
Sherry Knox (Lonaberger)
Jennifer Warnick
Jobie Zepp

BOARD ACTION:

Mrs. Smith made a motion to approve the employment items as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 7-0.

- 5) Other Business - None

B. Finance

1) Approval of Cafeteria Budget and Lunch Prices for 2010-2011
([enclosure](#)) ([budget cuts](#))

Total Expenses	\$ 768,750 (budgeted reduction \$13,000)
Total Revenue	\$ 708,250 (budgeted additional \$17,000)
Transfer from General Fund	\$ 60,500 (budgeted reduction \$30,000)

Breakfast	\$1.00 (no change)	
Elementary Lunch	\$2.10 (previously \$1.85)	13.5% increase
Secondary Lunch	\$2.35 (previously \$2.10)	11.9% increase
Adult Lunch	\$3.50 (previously \$2.90)	20.7% increase
Milk	\$0.50 (no change)	

DISCUSSION:

Mr. Wentz stated that the proposed budget includes a reduction of \$30,000. The High School would include one less serving option, and also an increase in food prices. The numbers are based on the same percentage of participation next year as this year. Mr. Wentz stated that if the motion was rejected there would be no budget and no lunch prices established. Ms. McDermitt stated that we would need prices before July 1 in order to apply for funding. Mr. Smith stated that this would not be guaranteed savings because of the possible decrease in participation.

BOARD ACTION:

Mrs. Lingg made a motion to approve the cafeteria budget and lunch prices as presented. Seconded by Mr. Bortner and failed on a roll call vote of 2-5. Mr. Bortner, Mr. Engle, Mrs. Lingg, Mr. Smith and Mrs. Smith cast the negative votes.

BOARD ACTION:

Mr Bortner made a motion to reconsider the motion that was approved two weeks ago from the Administration. Seconded by Mrs. Lingg and passed on a roll call vote of 5-2. Mrs. Funk and Dr. O'Connor cast the negative votes.

BOARD ACTION:

Mrs. Smith made a motion to establish the lunch prices for the 2010-2011 school year as follows: Breakfast - \$1.00 no change; Elementary Lunch from \$1.85 increased to \$2.00; Secondary Lunch from \$2.10 increased to \$2.25; Adult Lunch from \$2.90 increased to \$3.00. The milk would remain at \$.50. Seconded by Mrs. Lingg and passed on a roll call vote of 5-2. Dr. O'Connor and Mrs. Funk cast the negative votes.

BOARD ACTION:

Dr. O'Connor amended the motion to increase the Adult Lunch to \$3.50. Seconded by Mr. Bortner and passed on a roll call vote of 7-0.

DISCUSSION:

Dr. O'Connor wondered what the increase in lunch prices would help the district. Mr. Wentz stated that it would be about \$8,000. He stated that the adult price would not be a big factor. It was suggested that the next level of options to help the cafeteria budget be given and sent to the Finance Committee.

C. Building and Grounds

1) Modular Classroom Month to Month Renewal Discussion - July

DISCUSSION:

Mr. Musselman stated that the modular classrooms will not be needed for the fall since the kindergarten classes will be going to attend at Clearview in the fall.

BOARD ACTION:

Mr. Engle made a motion that the lease agreement on the classrooms be dropped. Seconded by Mr. Bortner and passed on a roll call vote of 7-0.

2) The Board was requested to approve time and materials for Jim Baumgardner to design, provide specifications and scope of work to fill in the ditch, demo and grade the building and final grade between the Middle and High School.

DISCUSSION:

It was stated that a final cost was not given because it would be done time and material.

BOARD ACTION:

Mrs. Lingg made a motion to approve the work to be done by Mr. Baumgardner as presented. Seconded by Mrs. Smith and passed on a vote of 7-0.

3) Administration to procure a rented storage trailer to be positioned at Washington Elementary from July until the completion of the building project. L&H Trucking: 53' dry trailer \$100/month.

BOARD ACTION:

Mrs. Smith made a motion to approve the storage trailer as presented. Seconded by Mr. Bortner and passed on a vote of 7-0.

4) The Board was requested to approve the recommended hiring for contract mowing of Doug's Lawn Care for 2010 ([enclosure](#)).

DISCUSSION:

Dr. O'Connor wondered if we were spending more if that would free up the maintenance staff for other projects. He wondered what other projects are lined up. Dr. Moyer stated that our Building and Grounds meetings lists have been and can be completed. There is plenty of items to keep them busy. Mr. Smith stated that one job is the power washing and sealing of the Middle School which could now be done through maintenance staff. Mr. Smith stated that the outsourcing would be mowing areas where maintenance needs to move mowers.

BOARD ACTION:

Dr. O'Connor made a motion to approve the contract mowing agreement as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 7-0.

III. Assistant Superintendent Report

Mr. Musselman stated that he and Dr. Moyer visited all the buildings at the end of the school year. He felt they did an outstanding job in celebrating the students' achievements in every building. On June 7 he delivered PlanCon D to PDE. They

are currently working on plans for PlanCon E but need approval for PlanCon D before proceeding. The asbestos bid opening will take place on Friday, June 18. James Dugan, a high school teacher, suggested that Hanover's cyber school should be called "Nighthawk Network Cyber Academy".

- IV. Legal Report - Explosion Hearing - May 25, 2010 ([enclosure](#))
The adjudication was approved on a roll call vote of 6-0. The following members were present at the hearing and voted: Mr. Bortner, Mr. Engle, Mrs. Lingg, Mrs. Funk, Mr. Smith and Mrs. Smith.

V. Proposed June 28 Agenda Items

A. Building and Grounds

1) Other June 28 Agenda Items

- a) Building and Grounds report from June 4th meeting ([enclosure](#)).

DISCUSSION:

Mr. Smith stated that the press box was removed on the visitor's side.

- b) Stadium Discussion

DISCUSSION:

Mr. Smith presented copies to the Board members of cost figures of a new facility compared with renovating Sheppard and Myers. He wondered if it would be okay for the Building and Grounds committee meet with Penn Township to see if the renovation plans were okay and to see if the prices need to be adjusted. Dr. Moyer felt that no decision should be made at the June 28 meeting and the Board should have more definitive numbers for the elementary projects before proceeding. Mr. Bortner stated that there is a big difference between the proposals since it is \$2.5 million. He wondered how much Penn Township should require in the renovation. Mrs. Lingg stated that she was okay with going to Penn Township. She would love to see the stadium moved to the Middle/High School but may not be possible but currently we don't know if we have the money. Dr. O'Connor wondered if the committee would be willing to look at a third option of a track at Middle School or Moul Avenue and Football Stadium at Sheppard and Myers. Mr. Bortner stated that he felt this was not an option. Mr. Engle stated the big issue is the moving of dirt. Mr. Smith stated that architect, Crabtree and Rohrbaugh, did a similar study quite a few years ago. Dr. Moyer stated that this is a landmark decision and should not be made hastily. He would like the administrators to present a recommendation before a decision is made. Mr. Smith felt if grading was started after football season was over maybe the track could be completed by spring.

- c) Construction Project Manager

DISCUSSION:

Mr. Smith stated that a proposal must be made for the scope of work. The person would attend all job meetings, online monitoring, read blueprints, take photos of underground/hidden areas, and once a month would report to the Board. They would also keep a list of all subcontractors and keep a diary of the job site. Dr. O'Connor

wondered if they would settle disputes between the architect and builder. He also stated that if the architect hires the Project Manager, he gets a cut in his pay and would cost us more money. Mr. Bortner stated that if the District hired someone the taxes would be an additional cost. Mr. Smith stated that they would provide evidence and it was his job to check every day on the work completed. He wanted other board members to let him know before the next board meeting regarding the scope of work or other discussions. Dr. O'Connor wondered if one of the jobs would be to review the drawings to make sure they are correct. Mr. Smith stated that would not be his job. His job would be to verify the drawings. The scope of job will be presented at the next meeting. Mr. Engle stated that we would need one at each job site. Mr. Smith stated that we paid \$35 per hour for the roof contract project manager. Mr. Wentz inquired as to who would solve disputes among architect and general contractor.

d) Other Business

B. Personnel

- 1) Leaves of Absence- The Board is requested to approve the following request for leave of absence.

Bryan Beichler, FMLA leave of absence beginning approximately August 20, 2010, not to exceed the allowable 12 weeks of FMLA leave. Mr. Beichler will be using paid time prior to beginning leave without pay.

- 2) Supplemental/Substitute Rate Schedule for 2010-2011 - The Board is requested to approve the 2010-2011 Supplemental/Substitute Rate Schedule ([enclosure](#)).
- 3) Non-Bargaining Unit Classified Position Rate Increase- The Board is requested to approve increases for the 2010-2011 school year for the following Non-Bargaining Unit Classified Position ([enclosure](#)).

Secretary to the Personnel Administrator and Business Manager
Payroll Clerk
Confidential Secretary/Accounting Clerk to Business Manager
Secretary to the Superintendent and Assistant Superintendent
Adult Patrols

DISCUSSION:

Mrs. Lingg stated that this would bring the non-bargaining employees up to the bargaining unit employees.

- 4) INFORMATIONAL ITEM - Federal Health Care Reform Update

DISCUSSION:

Mrs. Frock stated that they are hoping to present the information at the next Board meeting.

- 5) Other Business - Mr. Smith stated that there was an executive session prior to the meeting and another will following the meeting.

C. Instructional

- 1) Board Policies – The Board is requested to approve the final adoption to:
 - 227 Controlled Substances/Paraphernalia ([enclosure](#))
 - 234 Married/Pregnant and Parenting Students ([enclosure](#))
 - 606 Tax Collection ([enclosure](#))
 - 615 Payroll Deductions ([enclosure](#))
 - 622 Fixed Assets ([enclosure](#))
 - 312 Evaluation of Superintendent ([enclosure](#))
 - 313 Evaluation of Administrative Employees ([enclosure](#))

- 2) The Board was requested to approve the 2010-2011 High School Handbook ([enclosure](#)) ([memo](#)) ([handbook changes](#)) ([tentative bell schedule](#)) ([teacher collaboration](#)).

DISCUSSION:

Dr. O'Connor wondered about the section to be discussed in regard to collaboration and bell schedule. He also wondered if the map was changed in regard to the traffic pattern. Mr. Samuelsen said that it was changed.

BOARD ACTION:

Dr. O'Connor made a motion to approve the High School Handbook as presented. Seconded by Mrs. Lingg and passed on a vote of 7-0.

- 3) The Board was requested to approve the 2010-2011 Middle School Handbook ([enclosure](#)).

DISCUSSION:

Mrs. Smith stated that no major changes were made to the handbook except for names. Dr. O'Connor wondered about contacting students after the first and second absence. Mrs. Smith stated that the nurse makes these calls. He wondered if SWEBS was successful. Mrs. Smith stated that data shows that there were improvements. Mr. Smith wondered about the traffic pattern. Mrs. Smith stated that they will be sending information to parents regarding a change of traffic pattern prior to the start of school. Dr. Moyer felt that it should be brought to the Building and Grounds Committee.

BOARD ACTION:

Dr. O'Connor made a motion to approve the Middle School Handbook as presented. Seconded by Mrs. Funk and passed on a vote of 7-0.

- 4) Other Business - There will be a Instructional Committee meeting on Monday, June 21, beginning at 4:00 PM in the Boardroom.

V. Recess

VII. Planning/Discussion

A. Budget and Finance

- 1) Student Accident Insurance Approval ([enclosure](#))

DISCUSSION:

Mr. Wentz stated that the rider would help industries feel more comfortable having students go out to their businesses.

2) Donation - Hanover Hospital fitness equipment

DISCUSSION:

Dr. Moyer stated that this equipment was donated to Hanover Street Elementary as a result of custodians work and the Lighthawk Challenge. He thanked Hanover Hospital for the donation.

3) Non Resident Tuition Approval for 2010-2011 ([enclosure](#))

DISCUSSION:

Mr. Wentz stated that PDE provides this information. The cost is different for elementary and secondary students. He stated that we receive very little in terms of non-resident students and usually for a short period of time. Dr. O'Connor inquired if rates could be lowered to draw in students.

4) INFORMATIONAL ITEM - Per capita and rental ordinances ([Notice to Landlords](#)) ([Ordinance 1796](#))

DISCUSSION:

Mr. Bortner stated that there are three areas of concern: 1) existing records; 2) new renters for existing landlords; 3) New Landlords. He made several several suggestions to improve the collection of taxes. He recommended creating a website for landlords to download housing forms; including information sheets with tax bills directing Landlords to the website; as the borough inspector sees new landlords he could direct them to the website; have enumerator monitor "for rent" signs; Real Estate Agents, Mortgage Companies and Banks be informed of the requirements of Landlords and Renters and directed to the website. The enumerator would need to be able to manipulate spread sheets, good writing and phone skills, plus knowledge of zoning in the Borough of Hanover. They would have a close relationship with our Tax Collector, the Wage Tax Collector and the Borough Inspection.

5) Other June 28 Agenda Items

- a) Check Register
- b) Monthly Reports - May 2010
- c) 2010-2011 Final General Fund Budget Adoption
- d) Asbestos Abatement Bid Approval - Washington and Hanover Street Elementary - Bid Opening June 18
- e) Miscellaneous Sports ([enclosure](#)) ([Recommendation](#))

DISCUSSION:

Mr. Wagner spoke regarding the results of the surveys completed by the High School and Middle School regarding girls soccer, swimming and cross country regarding the 2010-2011 school year. He stated there has been a lot of discussion. He stated that these sports were not budgeted for in the 2010-2011 athletic budget. Dr O'Connor stated that team sports require many players and wondered how you come up with the numbers. When you start another sport, you cripple other sports. Mr. Wagner stated sometimes it is trial and error.

There was a lot of positive responses. The amount to fund all three programs would be \$30,000. Dr. O'Connor stated that when you have the program, it is hard to cut later. Dr. Moyer stated that he believed that all three programs have a lot of merit but the timing couldn't be worse due to the economy. Mr. Wagner stated that girls soccer will be changing from the spring to the fall which would affect more sports. In regard to swimming the District would not be able to host swimming meets. The cost for rental of the YMCA would be \$2700 to \$3000. Mr. Bortner stated that students would need to be transported to every meet since there would not be any home meets. Mr. Wagner stated that the main concern is a financial one.

i) High School Girls Soccer - Interested Parents & Players

DISCUSSION:

Public comments were made regarding the girls soccer program. Someone commented that they appreciate the budget cuts but what can they do to make the transition. There was a question as to why they were dismissing all three programs. Mr. Wagner thought this was best. Someone said that it works for South Western. They find what is best for kids and accept everyone. They think they deserve a chance. Ken Silver stated that they didn't think the numbers reflected the Middle School. He felt the viability of a girls' soccer team was extreme. The survey showed that there was 21% extremely interested in soccer. Results showed that 48% showed interest which is about half of the student body. The girls team coming up went 9 and 0 this year. He felt that soccer is the most popular sport in the country. Hanover is the only school that doesn't have a girls soccer program. He stated that they could find the money if we get the program. A student stated that she felt a sense of pride. If they don't have the opportunity, they won't be able to play in college. Someone asked if they raise half of the money, would it be able to put through. Dr. Moyer stated that if they have a plan, please get it to Mr. Wagner as soon as possible in order to present to the Board. They questioned what are the requirements and what do they need to do. Dr. Moyer stated that they need to work with Mr. Wagner. Someone spoke that we need to encourage activities and felt that we need girls soccer. Mrs. Lingg stated that this will continue year after year. Someone asked whether we could have volunteer coaching. Mr. Wagner stated that he would have to check with PIAA. He would have to check with the solicitor if they wanted to offset supplies or transportation costs. Someone said that if girls are sitting on the bench for the boys' team, they aren't able to play anyway. In regard to the Middle School more than half of the girls are on the team. Someone stated that we need a girls team in order to later play in college. Dr. Moyer stated that the budget is tight and we are cutting teachers. Dr. O'Connor stated that in order to start up a team it would be on a two-year cycle. Mr. Wagner stated that it is up to the PIAA but we would have to commit to two years. It has to be sanctioned by the PIAA. The estimate was for two coaches since we would need a Varsity and Junior Varsity coach. Mr. Smith stated that we would need to know where

the field would be.

f) Athletic Supplies and Equipment Bid Approval

VIII. Public Comment

IX. Adjournment

Mrs. Lingg made a motion to adjourn the meeting. The meeting was adjourned at 8:25 PM.

The next Board meeting will be Monday, June 28, at 6:00 PM in the Boardroom.