

Hanover Public School District  
School Board Planning Meeting  
Monday, August 13, 2012 - 6:00 PM

MINUTES

I. Opening Business

- A. Call to Order – The meeting was called to order at 6:07 PM.
- B. Pledge of Allegiance
- C. Roll Call - Board Members present: Mrs. Daubert, Mr. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Mr. Roland, Mr. Watson

Board Members absent: Dr O'Connor

Also Present – Dr. Moyer, Dr. Krout, Mr. Wentz, Mrs. Gunnet, Mr. Hain, Mr. Grimes, Mr. Hershner, Mr. Flores, Mrs. Frock, Mrs. Dubbs, Mr. Fry, Annette Sell, Allison Trump, Sinclaire Trump, Heather Wagaman, Mike Vaux, HPESPA; Becky Glatfelter, HEA; Stephanie O'Brien, Deb Leppo, Maureen Edelin, Kathi Martin, Erin Smith, Brian Shea, Tania Kuhn, Cindy Jendras, Bruce Jendras, Heather Faulhefer, Evening Sun; Brian Frederick, Beth Mowrey, Laura Silver, Scott Senft

II. Recognition of Visitors and Public Comment:

Public Comment:

- Cindy Jendras spoke regarding her displeasure with the Board and Dr. Moyer regarding the demotion hearing for Mr. Samuelson. She was told it did not need to be publicized and felt that the Board had violated the Sunshine Law in not doing so. She was upset with the way Mrs. Lingg handled the TV crew. She felt that we have not kept the students as our priorities. She felt that we made a fool of the taxpayers and the "Common Sense" group should show some.

III. Director of Elementary Education Report - Dr. Tom Krout

- Summer Academy/Cosmic (Heather Wagaman) – This was a joint partnership between the school district and the YWCA. There were 225 children who participated in the program. Students who received the lowest scores on Dibels testing were invited. There were 150 invitations sent out. The curriculum they used was the end of the year series of the newly purchased curriculum. They reduced the number of hours for the teachers for a \$1,050 savings. They had one fewer teacher at a savings of \$1,350. They didn't include a snack at a savings of \$300. There were no additional purchases. They will continue to work with Cosmic. Cosmic is a federal grant that the YWCA has obtained for a six-

week program. Anyone is eligible to attend. Dr. Moyer noted that we will know if the program is effective with academic progress.

- Music Expectations – Dr. Moyer noted that the numbers in instrumental especially at the High School level have been low. We will be focusing on feeder programs and Middle School. We got a lot of advice for ways to improve the program. Dr. Krout noted that we have had parent/music meetings and received support from all. We want to get program numbers back again. At the elementary the whole group will be rehearsing during school days. There will be exposure days, showcase High School instrumental students, and small group lessons. At the Middle School we will continue to recruit. A look at academic success is shown in music. They will building into the day. It will begin at the beginning of the year. At the High School level there will be a Pep Band instead of Marching Band. There will be exposure days and time allotted for instrumentals. They want this to start right away and every other day. In regard to Musical changes at the Middle School and High School it was approved for one musical and one play per year. Mr. Frederick has started an instrumental club called “PASTA” which will help fund the additional musical and play and Mrs. Smith has given up her stipends for this year in order to keep the musical and play. The next meeting of the “PASTA” group will be Sunday at 2 PM.
- Kindergarten & Second Grade Enrollment ([enclosure](#)) – There are currently over 150 students in Kindergarten and Second Grade. The data sheet shows 23.4 students in every classroom. There will be 167 students in Kindergarten and Dr. Krout would like to discuss hiring an extra Kindergarten teacher. Mrs. Funk wondered if there are aids in the classrooms. Dr. Krout noted that the aids also covered lunchroom, playground, Learning Support and were not always in the classrooms. Mrs. Lingg noted that according to policy our kindergarten numbers should be around 18 with a flexibility of 2 or 3. Dr. Krout stated that there are enough desks and classrooms. Dr. Krout noted that there are currently 155 students in grade 2 with six classrooms for about 26 students per classroom. We have been down one teacher in second grade because they didn’t replace a teacher at Hanover Street that retired. Mrs. Lingg noted that we can’t force someone to move and have to find families willing to switch schools.
- Opening In-Service Invitation - August 24th - Dr. Moyer invited Board members to attend. Mrs. Lingg will be doing a speech.
- PSBA Assistance (Pam Price) – Dr. Moyer is looking at possibly bringing back Pam Price. He asked for the Board to let Dr. Moyer or Mrs. Lingg know their thoughts.
- EITC – This is a scholarship program. Leanne Zeroth from the LIU is working with us on this. This is Act 85 of 2012. There were 414 schools who qualified in 2011 and is based on reading and math scores. Currently there are no public schools interested in participating by accepting students from close schools on the state list. Dr. Moyer felt that our scores for the high school improved this year. All High School students will get a letter. Any household making \$60,000 or less would qualify. Local businesses would receive tax credits if they contribute and it will go directly to the families. Dr. Moyer anticipates that we might be off the list right away because the list was based upon 2010-2011 scores. We are gearing up for the Keystone exams. Dr. Smith was hired to improve curriculum. Dr. Moyer felt that with the realignment of administration team there will be more communication between levels. The focus will be on AYP. We will determine the students who need help. The change to Keystone exams will show us areas to focus. We will focus on strategies for LFS (Learning Focused Schools). Some

strategies will be to offer remediation for lowest achieving students. We have added Read 180, continue CDT tools, assess early and often and consult with LIU often.

#### IV. Matters for Which Board Action is Required

##### A. Personnel

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

Heather Spangler, cafeteria worker, request for childbearing/childrearing and leave effective approximately August 30, 2012, for approximately six weeks. Mrs. Spangler will be using paid leave prior to beginning uncompensated leave.

**BOARD ACTION:**

Mrs. Funk made a motion to approve the leave of absence as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

- 2) Approval of Job Descriptions - The Board was requested to approve the following job descriptions:

- [Lead Teacher](#)

**BOARD ACTION:**

Mr. Roland made a motion to approve the job description for lead teacher as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

- [Alt Education Teacher/Cyber Program Monitor](#)

**BOARD ACTION:**

Mr. Kelly made a motion approve the job description for the alt education teacher/cyber program monitor as presented. Seconded by Mrs Daubert and passed on a roll call vote of 8-0.

- [Technology Help Desk Position](#)

**DISCUSSION:**

Mrs. Funk felt that this information was put on late and the Board did not get a chance to look at the information. Mr. Engle wondered about the timelines and was supposed to help the educational process. He wondered what we are getting as a result from the Tech Department in terms of aiding the education process.

**BOARD ACTION:**

Mrs. Funk made a motion to table the motion. Seconded by Mr. Edwards and tabled on a roll call vote of 8-0.

- [Pep Band Director](#)

**DISCUSSION:**

Mr. Hain noted that this is a new role with the same person but a different title. Mrs. Lingg wondered if the pep band will be at parade. Mr. Flores noted that they will march in parades but not have a field show. Mrs. Funk noted that the silk line will do all the motions and movement.

**BOARD ACTION:**

Mrs. Daubert made a motion to approve the job description for pep band director. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

- 3) Request to Advertise - The Board was requested to approve to advertise for the following position:

Technology Help Desk Position

**BOARD ACTION:**

Mr. Watson made a motion to table. Seconded by Mrs Funk and was tabled on a roll call vote of 8-0.

- 4) Request to Advertise - The Board was requested to approve to advertise for the following position:

Elementary Teaching Position (Grade K)

**BOARD ACTION:**

Mr. Watson made a motion to advertise for an elementary teaching position as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

- 5) Request to Advertise - The Board was requested to approve to advertise for the following position:

Elementary Teaching Position (Grade 2)

**BOARD ACTION:**

Mr. Watson made a motion to approve the elementary teaching position as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

- 6) Employment - The Board was requested to approve the following

employment items contingent upon receipt of all required employment items:

Substitute Employees:

Theresa Henry, long-term substitute High School Guidance Counselor, effective for the first semester of the 2012-2013 school year. Rate of compensation will be in accordance with Admin Regulation 405-R. Mrs. Henry substituted for Mrs. Boyd during her leave in the 2011-2012 school year and now will continue to substitute for Mrs. Boyd during the first semester of the 2012-2013 school year.

Gary Eline, day-to-day substitute adult patrol, effective for the 2012-2013 school year. Rate of pay will be \$25.40 per day (returning).

Terry Young, day-to-day substitute adult patrol, lunchroom/playground, custodian and maintenance worker, effective for the 2012-2013 school year. Rate of compensation will be as listed on the substitute rate school for each appropriate position ([enclosure](#)).

DISCUSSION:

Mrs. Funk noted that she would not approve if not cleared yet and gives a double protection. It was noted that they are evaluated year to year. Mrs. Frock noted that we can hire clearances pending. The can work for 90 days with clearances pending.

BOARD ACTION:

Mr. Roland made a motion to approve the substitute employees as presented. Seconded by Mr. Watson and passed on a roll call vote of 7-1. Mrs. Funk cast the negative vote because clearances are not complete.

Summer Employees:

Bonnie Bowers, cafeteria worker to assist as required with limited hours for fall sports camp feeding programs, effective August 13 to August 24, 2012. Rate of compensation at her regular hourly rate (returning).

BOARD ACTION:

Mr. Kelly made a motion to approve Bonnie Bowers as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

Tami Turchich, day-to-day substitute summer reading academy teacher. Rate of compensation will be \$20.00 per hour (returning).

BOARD ACTION:

Mr. Kelly made a motion to approve Tami Turchich as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

Gameworker:

Tiffanie Garman, Denny Garman, Pam Hetrick, David Lippy and Gerald Shaffer, gameworker effective for the 2012-2013 school year. Rate of compensation will be as listed on the SA-107s for the appropriate event (returning).

BOARD ACTION:

Mr. Kelly made a motion to approve the gameworkers as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

School Security Police:

Quay Cullison, school security police, effective for the 2012-2013 school year. Rate of compensation will be as listed on the Supplemental Salary Schedule for the 2012-2013 school year (returning).

BOARD ACTION:

Mrs. Funk made a motion to approve the employment item as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

Confidential Level Employees:

The Board was requested to authorize the administration to offer employment to successful candidates for the positions of Dean of Students for the High School and the Middle School with formal board action occurring August 27, 2012 Board meeting so that they may begin working with the beginning of the 12-13 school year.

BOARD ACTION:

Mr. Kelly made a motion to approve the confidential level employees as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-1. Mr. Engle cast the negative vote.

Supplemental Employees:

Joseph Sorice, assistant middle school football coach, effective for the 2012-2013 school year. Rate of compensation will be \$1781.00 (returning).

BOARD ACTION:

Mrs. Funk made a motion to approve the supplemental employee as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

Katarina Winhauer, assistant varsity/head junior varsity girls soccer coach, effective for the 2012-2013 school year. Rate of compensation will be \$1746.00 ([enclosure](#))

**BOARD ACTION:**

Mr. Kelly made a motion to approve the supplemental employee as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 7-1. Mrs. Funk cast the negative vote.

Michael Hetrick, assistant middle school football coach, effective for the 2012-2013 school year. Rate of compensation will be \$1746.00 ([enclosure](#)).

**BOARD ACTION:**

Mr. Kelly made a motion to approve the supplemental employee as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

Joseph Cordora, head middle school football coach, effective for the 2012-2013 school year. Rate of compensation will be \$2823.00 ([enclosure](#)).

**BOARD ACTION:**

Mr. Kelly made a motion to approve the supplemental employee as presented. Seconded by Mr. Watson and passed on a roll call vote of 7-1. Mrs. Funk cast the negative vote.

Team Leaders and Lead Teachers, effective for the 2012-2013 school year as listed on the [enclosure](#) . Rate of compensation will be \$800.00/team leader and \$1800/lead teacher.

**BOARD ACTION:**

Mr. Kelly made a motion to approve the supplemental employee as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

Co-Curricular - The Board is requested to approve the listing of co-curriculars for the 2012-2013 school year. Final employment is contingent upon adequate participation numbers ([enclosure](#)).

**BOARD ACTION:**

Mrs. Funk made a motion to approve the supplemental employee as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

Professional Employees:

Eric Lehman, transfer to alternative education teacher/cyber school monitor, effective with the beginning of the 2012-2013 school year. Rate of compensation will be determined upon receipt required

transcripts.

**BOARD ACTION:**

Mr. Kelly made a motion to approve the professional employee as presented. Seconded by Mr. Watson and passed on a roll call vote of 6-2. Mr. Engle and Mrs. Funk cast the negative vote.

7) Summer Workers:

The Board was requested to increase compensation for summer workers to \$10 per hour and reimburse maintenance helpers with clearances after six weeks of summer employment, effective beginning of summer 2013.

**BOARD ACTION:**

Mr. Engle made a motion to approve the summer workers as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

B. Policy

1) Policies - The Board was requested final approval for the following policies:

- [203.1](#) HIV Infection
- [906](#) Public Complaints

2) Policies - The Board was requested final deletion for the following policies:

- [205](#) Postgraduate Students
- [216.1](#) Student Records - Exceptional Children
- [217.1](#) Graduation Requirements - Exceptional Children

**BOARD ACTION:**

Mrs. Funk made a motion to approve the policies as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

3) Policies - The Board was requested tentative approval for the following policy:

- [806](#) Child and Student Abuse

4) Regulation - The Board was requested approval for the following regulation:

- [122-R1](#) Extracurricular Activities - Eligibility Requirements

5) Regulations - The Board was requested approval to delete the following regulations: (the policies were deleted previously)

- [105.1](#) Elementary Corrective Reading
- [129-R1](#) Instrumental Music Organizations Guidelines
- [129-R2](#) Secondary Vocal Music Organizations Guidelines



**DISCUSSION:**

It was noted that we are removing these regulations because the policies were deleted a long time ago.

**BOARD ACTION:**

Mrs. Funk made a motion to approve the policy and regulations as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

**C. Building and Grounds**

- 1) Informational: Building & Grounds Meeting Report - August 2, 2012 ([agenda](#)) ([minutes](#))

**DISCUSSION:**

Mr. Engle reported that during the summer the maintenance crew replaced twelve heat pumps at the Middle School and nineteen more are on order. The flooring is complete, cement landing replaced, doghouse roofs started and the weightroom has been set up for Sheppard and Myers. We continue to strive to get a dry elevator pit at Hanover Street. The warranty on the track is for five years but only on materials. It does not provide for labor costs.

**D. Budget and Finance**

- 1) Cafeteria Pricing Adult Lunches - The Board was requested to approve Adult lunch price of \$3.25 for the 2012-2013 school year to meet established state/federal guidelines for pricing.

**DISCUSSION:**

Mr. Engle wondered if this is at the level we need to be. It was stated that it was.

**BOARD ACTION:**

Mr. Roland made a motion to approve the cafeteria pricing as presented. Seconded by Mr. Kelly and passed on a roll call vote of 8-0.

- 2) VIDA Transportation MOU for 2012-2013 - The Board was requested to approve the MOU for transportation with VIDA Charter School for the 2011-2012 and 2012-2013 school year ([enclosure](#)).

**DISCUSSION:**

Mr. Wentz noted that this is a two-year savings of \$65,000 per school year. The amount prior was based on special ed transportation costs. Dr. Moyer noted that Vida has been pretty cooperative.

**BOARD ACTION:**

Mrs. Funk made a motion to approve the VIDA transportation as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

- 2) Postage Machine Lease - The Board was requested to approve a five Year lease with Pitney Bowes in the amount of \$195.52 per month (previously \$192 per month) for a DM 400 with new capability for electronic return receipt discounts which generates overall postage savings of \$691 per year from the previous lease with the additional feature of electronic return receipt included ([enclosure](#)).

DISCUSSION:

Mr. Wentz noted that since the machine can do electronic receipts this would save \$1.20 per piece with a total savings of \$700 per year.

BOARD ACTION:

Mr. Watson made a motion to approve the postage machine lease as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

- 4) Parents Association Supporting Theatre Arts (PASTA) - The Board was requested to approve this group ([enclosure](#)) ([enclosure](#)).

BOARD ACTION:

Mrs. Funk made a motion to approve the group as presented. Seconded by Mrs. Daubert and passed on a roll call vote of 8-0.

V. Planning/Discussion (items for August 27, 2012)

A. Budget and Finance

- 1) Monthly Reports - July
- 2) Check Registers
- 3) Ken Phillips - RBC Capital Markets - parameters for debt refinancing
- 4) Informational Item - 2013-2014 General Fund Budget Timeline

B. Policy

- 1) Regulations - The Board was requested to approve the following regulations:
  - [806-R1](#) Suspected Child Abuse or Neglect
  - [806-R2](#) Non-School Agency Interviews with Students

VI. Public Comment

DISCUSSION:

Mr. Roland stated that since we are hiring extra teachers he proposed that we monitor the number of students to teachers. He asked that we update the sheet on a monthly

basis.

**BOARD ACTION:**

Mr. Roland made a motion that an enclosure be made for the planning or board meeting with the number of employees/student census. Seconded by Mr. Engle and passed on a roll call vote of 8-0.

Mrs. Lingg announced that there was an executive session for personnel matters prior to the meeting.

Mrs. Lingg stated that she tries to respond to everyone that sends her a letter but she can't respond if someone doesn't put their name on it.

There was no additional public comment.

**VII. Adjournment**

The next Board meeting will be Monday, August 27, at 6:00 PM in the Boardroom.

Mr. Engle made a motion to adjourn the meeting. Seconded by Mr. Roland and adjourned at 7:55 PM.