

Hanover Public School District  
School Board Planning Meeting  
Monday, May 13, 2013 - 6:00 PM

MINUTES

I. Opening Business

A. Call to Order -- The meeting was called to order at 6:03 PM.

B. Pledge of Allegiance

C. Roll Call -

Board Members present: Mrs. Daubert, Mr. Edwards, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson

Board Member absent: Mr. Engle

Also Present - Dr. Smith, Mr. Wentz, Mr. Fry, Mrs. Dubbs, Mrs. Frock, Mr. Grimes, Mr. Flores, Mr. Czap, Dr. Krout, Diane Wagaman, Mike Vaux, HPESPA; Becky Glatfelter, Darlene Klenk, Kathi Martin, Maureen Edelin, Reagan Bitler, HEA; Eric Hartman, HEA; Vicki Maloney, Maria Shea

II. Recognition of Visitors :

Public Comment: None

III. Director of Curriculum & Instruction Report - Dr. Pam Smith

- Dr. Moyer and Mr. Hain are attending the WGAL Teacher Impact Awards with award recipient Sara Little this evening
- Fresh Fruit & Vegetable Program Grant - PA Department of Education (up to \$32,896) - This was a program funded by the state. Clearview and Hanover Street were eligible for the program. Mrs. Lingg thanked Ms. McDermitt for writing the grant.
- FirstEnergy's Non Standard Lighting for Business Program (\$12,792) - This is a rebate from G.E. for installing more efficient lighting in our renovations.
- Summer Reading Academy - We are working on this together with Cosmic. The lowest 30 students are put in this program. This offers extra support and our teachers offer 90 minutes instructionally in language arts instruction.
- Ready Freddy ([enclosure](#)) - This program prepares students for Kindergarten. This is a six-day class with parents and students. This is a nice transition and includes curriculum. Dr. O'Connor wondered if we still have the Imagination

Library available. Mrs. Lingg noted that we do and over 650 families have received free books.

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

##### A. Personnel

- 1) Approval of Advertise - The Board was requested to approve to advertise for the following position:

Guidance Counselor

**BOARD ACTION:**

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

- 2) Approval of Job Description - The Board was requested to approve the revised job description:

Student Achievement/Intervention Specialist ([enclosure](#))

**DISCUSSION:**

Mrs. Lingg noted that this is the position that was discussed along with the budget.

**BOARD ACTION:**

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

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

Linda Golden, day-to-day substitute nurse, effective immediately.  
Joseph Sorice, day-to-day substitute teacher, effective immediately.

**BOARD ACTION:**

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

- 4) Employment - The Board was requested to approve the following employment items:

Administrative Employee:

Brenda Campbell, Practical Nursing Program Coordinator/Financial Aid Officer, effective date to be determined. Rate of compensation will be \$71,831.00 ([enclosure](#)).

Classified Employees:

Christine Lease, payroll clerk, effective May 28, 2013. Rate of compensation will be \$14.69 per hour ([enclosure](#)).

Janet Ginter, temporary reassignment to substitute head custodian at the High School effective May 6, 2013. Rate of compensation will be \$13.40 per hour during the temporary substitute assignment.

Substitute Employee:

Deborah Carroll, day-to-day substitute teacher, effective for the 2012-2013 school year. Rate of compensation will be \$95.00 per day (completed).

Supplemental Employees:

Josh Bull, Ethan Gross, Nathaniel Murren and Charles Sunday, summer maintenance workers, effective approximately May 20, 2013 through the summer. Rate of compensation will be \$10.00 per hour (returning).

Bonnie Bowers and Sarah Enoff, summer COSMIC employees, effective June 22, 2013 through July 30, 2013, not more than six (6) hours per day. Rate of compensation at current employee rate.

Teresa Michael, summer COSMIC employee, effective June 22 through July 30, 2013, not more than five (5) hours per day. Rate of compensation at current employee rate.

Michelle Williams and Joanne Hockensmith, summer COSMIC employees, effective June 22, 2013 through July 30, 2013, not more than three and one-half (3.5) hours per day. Rate of compensation at current employee rate.

Gameworkers:

Bryan Beichler, Caren Evans, Bonnie Naill, Theresa Henry and Jason Weigle, gameworkers effective for the 2012-2013 school year. Rate of compensation will be as listed on the SA-107a Athletic/Event for Payment.

**BOARD ACTION:**

Mr. Watson made a motion to approve the employment items as presented. Seconded by Mr. Edwards.

DISCUSSION:

Mrs. Funk wondered if Christine Lease's clearances were complete. Mrs. Frock noted that they are not complete but she is currently an employee with another school district. Mrs. Funk stated that if a person doesn't have clearances they are not complete and are not bonded. Mrs. Funk is emphatic that this procedure be followed.

BOARD ACTION:

Mrs. Funk made a motion that the motion be amended and vote for Christine Lease separately. Seconded by Mr. Kelly and passed on roll call vote of 7-1. Mrs. Lingg cast the negative vote.

DISCUSSION:

Mrs. Lingg noted that Brenda Campbell will be taking over for Mary Brown. She is Mary Brown's choice for a replacement and they have had a long relationship in the nursing program. Mr. Edwards noted that Mary Brown did a wonderful job and that Dr. Stevens originally started the program. He felt that our nursing program has pretty high standards. Dr. O'Connor noted that employees are hired pending clearances. Mrs. Frock noted that they will not start until the clearances are back. Mrs. Funk noted that a lawsuit could come back on the board. She felt that we shouldn't make it easier for the administration and not willing to risk it for the children. Mr. Roland called for vote.

BOARD ACTION:

The roll call vote for the employment items except for Christine Lease's position was 8-0.

BOARD ACTION:

The roll call vote for Christine Lease, payroll clerk, contingent on her clearances was 5-3. Mrs. Daubert, Mr. Edwards and Mrs. Funk cast the negative votes.

Assistant Superintendent Approval

BOARD ACTION:

Mr. Roland made a motion for the board to hire PSBA to search for an Assistant Superintendent for the District. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

- 5) Leaves of Absence - The Board was requested to approve the following leaves of absence:

Lindsay Eby, school nurse, request for intermittent FMLA leave of absence, effective May 3, 2013 not to exceed allowable 12 weeks FMLA leave.

Dave Reese, health and pe teacher, request for FMLA leave of absence, effective May 6, 2013, to approximately May 17, 2013.

**BOARD ACTION:**

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

**B. Budget and Finance**

- 1) Tax Millage Rate - The Board was requested to approve a preliminary tax millage increase for the 2013-2014 Preliminary General Fund Budget of .38 mills (2%) from 19.45 mills to 19.83 mills.

**DISCUSSION:**

Mrs. Lingg stated that she didn't want to raise the tax millage rate but felt we must to meet the budget. Mr. Roland noted that this generates \$283,000 but it doesn't cover PSERS increase. We will still have less money than last year.

**BOARD ACTION:**

Mr. Kelly made a motion to approve the tax millage rate as presented. Seconded by Mr. Roland and passed on a roll call vote of 7-1. Mrs. Funk cast the negative vote.

- 2) 2013-2014 Preliminary General Fund Budget Expenditures - The Budget and Finance Committee was recommending to the Board to approve a 2013-2014 Preliminary General Fund Budget with expenses totalling \$28,758,077 ([enclosure](#))

**DISCUSSION:**

Mrs. Lingg noted that this is a long process. Mr. Wentz noted that the cyber charter school students are costing the district \$1.2 million For our five-year projection in 2016-2017 PSERS will cost us \$3.8 million and 2017-2018 will be over \$4 million. To compare the cost in 2009-2010 was \$547,000 and went up \$3.5 million. Mrs. Lingg noted that we can't begin to cover the costs. This affects every district in the state. They are also taking away money for cyber/charter schools which we don't have control over. Mr. Wentz noted that the final approval will be the second meeting in

June and will be open for public inspection after the meeting until the final approval meeting.

**BOARD ACTION:**

Mr. Kelly made a motion to approve the 2013-2014 preliminary general fund budget expenditures as presented. Seconded by Mr. Roland and passed on a roll call vote of 7-1. Mrs. Funk cast the negative vote.

V. Planning/Discussion (items for May 28, 2013)

A. Personnel

1) Employment -

Summer Reading Academy Employees:

Dates of the Academy will be June 24, 2013 through August 2, 2013.

Rate of compensation will be \$20.00 per hour. All costs are paid through Title I Funds.

Lead Teacher-  
Heather Wagaman

Teachers-  
Melissa McKim  
Liz Sheaffer  
Sherry Knox  
Amy Stratton  
Deb Rinker

Substitute Teachers-  
Marilyn Shultz, Laura Staub

**DISCUSSION:**

Mrs. Lingg noted that this is paid for by Title I Federal funds.

2) School Physicians for 2013-2014 school year:

School Physicians:

Dr. Kurt Thomas (Consulting Physician)

Dr. Thomas Rapp

Dr. Douglas Masucci

School Dentist:

Dr. Henry Hoffacker

DISCUSSION:

Mrs. Lingg noted that these are the same physicians from last year.

- 3) Memorandum of Understanding - In-Service ([enclosure](#)) ([enclosure](#))

DISCUSSION:

Mrs. Lingg noted that this covers the first day of in-service for teachers and will be looked at in future years as to a need.

- 4) Memorandum of Understanding - Police ([enclosure](#)) ([enclosure](#))

DISCUSSION:

Mrs. Lingg noted that this is required by the state.

- 5) School Nutrition Programs Conference - Crystal McDermitt June 9 and 10 Penn Stater Conference Center Hotel ([enclosure](#))

DISCUSSION:

Mrs. Lingg noted that this conference could save the District money. She will be bringing back needed information.

B. Policy

- 1) Policies - Final

- [250](#) Student Recruitment
  - [250-R1](#) Reservation of Consent
  - [250-R2](#) Authorization for Release of Student Records
- [804](#) School Day
  - [804-R1](#) School Day Exceptions
- [811](#) Bonding
  - [811-R1](#) Bonded Positions

- 2) Policies - Tentative

Policy Committee:

- [812](#) Property Insurance
- [814](#) Copyright Material
- [818](#) Contracted Services
- [916](#) School Volunteers
- [236](#) Student Assistance Program

Regulation:

- [004.1-R1](#) Student Representatives

Regulations to Delete:

- [113-R](#) Students with Special Emotional Needs
- [113.1R1](#) Allocation of Classroom Space to Low Incidence Special Education Students

Budget & Finance Committee:

- [612](#) Purchases Not Budgeted
- [617](#) Petty Cash Funds
  - [617-R1](#) Admin Regulation Petty Cash Funds
  - [618-R1](#) Admin Regulation Student Activity Funds

C. Building and Grounds

- 1) Informational: Building & Grounds Meeting Report - May 2, 2013 ([agenda](#)) ([minutes](#))

DISCUSSION:

Mr. Roland noted that the meeting included a profile of a facilities manager. The resumes are coming in. They also working on a summer work list which includes fixing the bleachers in the Middle School gym. They initiated a work order management system which they are using. Also discussed was booking reserves for new roofs in the future. There have been no concerns on the installation of the hot water equipment. They also discussed sound equipment in the parking lot at Sheppard and Myers for the fall faire.

- 2) Demand Response Contract - EnerNoc 3 year agreement ([enclosure](#))
- 3) Cell Phone Tower Income Opportunity

DISCUSSION:

They are negotiating with Verizon to place a cell tower on the northeast side of the field house at Sheppard & Myers. They are in the preliminary monetary discussions. They are possibly looking at \$16,000 per year which will be brought back to the board for a vote at a later time. Mr. Flores noted that this is part of the field we don't use. It would cover a space of 50' x 50'. Mr. Edwards wondered if the money would be put in the stadium fund. This would be discussed at the time of signing a contract. Mr. Roland noted that the Board will follow up on it. Mrs. Lingg indicated that this is a long approval process handled by Verizon.



D. Educational Programs

1) Power of ICU Proposed Pilot Program (Grade 5)

Eric Hartman spoke regarding a new program they are looking at instituting. It is an intervention program for student apathy. There would be a change in grading assignment. Students can't miss assignments. If they do, it would alert the parents. The program was used in Tennessee and the results were very promising. They are looking at starting in the 5th grade for a trial. Mrs. Lingg noted that this will be taken to the Educational Programs Committee.

E. Budget and Finance

1) Check Registers

2) Monthly Reports - April

3) LIU Custodial, General, Paper, Art Bid Approval ([enclosure](#)) ([enclosure](#)) ([enclosure](#)) ([enclosure](#))

4) Transportation Request For Proposal ([enclosure](#))

5) Athletic Budget Approval ([enclosure](#))

6) Cafeteria Budget Approval and Pricing for 2013-2014 ([enclosure](#))

7) Treasurer 2013-2014

8) Non Resident Tuition Approval (information not available until May 28 meeting)

9) Plan Con K Document - Project Refinancing ([enclosure](#))

10) Depositories ([enclosure](#))

11) Student Accident Insurance (information not available until May 28 meeting)

12) Homestead/Farmstead Approval ([enclosure](#))

13) Practical Nursing Program Tuition Increase ([enclosure](#))

VI. Public Comment

Mr. Edwards felt that Sara Little totally deserves the award she is getting through WGAL. He felt she was a great teacher.

Reagan Bitler wondered if the assistant superintendent position was included in the budget. Mr. Wentz stated that it was.

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

VII. Adjournment

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

Mr. Edwards made a motion to adjourn the meeting. Seconded by Mrs. Daubert. The meeting was adjourned at 6:45 p.m.