

Hanover Public School District  
School Board Planning Meeting  
Administration Building - 403 Moul Avenue, Hanover, PA

Monday, June 12, 2017  
6:00 P.M.

MINUTES

I. Opening Business

A. Call to Order - The meeting was called to order at 6:00 PM.

B. Pledge of Allegiance

C. Roll Call

Board Members Present: Mrs. Daubert, Mr. Frederick, Mrs. Gulden, Mr. Henry, Mrs. Lingg, Mr. Reck, Mr. Roland, Mrs. Shea

Board Members Absent: Mr. Engle

Also Present: Dr. Scola, Lois Gunnet, Jay Czap, Troy Wentz, Mr. Abels, Darlene Klenk, Mike Vaux, Kurt Brenner, HPSD person

II. Recognition of Visitors - None

Public Comments: None

III. Matters for Which Board Action is Required

A) Personnel

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

Administrative Employee:

Crystal Gauss, cafeteria manager, effective June 30, 2017.

Classified Employees:

Stacey Strode, 3-hour part-time personal assistant, effective May 26, 2017.

Terry Young, full-time custodian, effective June 12, 2017.

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

Administrative Employee:

Shellie Vigne, Director of Food and Nutrition Services, effective July 10, 2017, pending required paperwork. Rate of compensation will be

\$51,000.00 ([enclosure](#)).

Professional Employees:

Ellena Griffiths, high school English teacher, effective with the beginning of the 2017-2018 school year. Rate of compensation will be instructional 1 step 5, \$47,262.00 ([enclosure](#)).

KaSandra Ploutz, part-time 4.5 hour elementary guidance counselor, effective with the beginning of the 2017-2018 school year, pending receipt of Act 168. Rate of compensation will be master's step 1, with \$35,778.00 as the prorated amount for part-time employment plus an additional 10 days. ([enclosure](#)).

Hannah Romanauskas, 7th grade social studies teacher, effective with the beginning of the 2017-2018 school year, pending receipt of Act 168. Rate of compensation will be Instructional 1, Step 2 \$46,662.00 ([enclosure](#)).

Louisa Staub, 8th grade mathematics teacher, effective with the beginning of the 2017-2018 school year. Rate of compensation will be Instructional 1, step 1, \$46,462.00 ([enclosure](#)).

Lauren Taylor, high and middle school music/orchestra teacher, effective with the beginning of the 2017-2018 school year, pending receipt of Act 168. Rate of compensation will be instructional 1, step 1, \$46,462.00 ([enclosure](#)).

Kristi Teal, elementary teacher, effective with the beginning of the 2017-2018 school year, pending receipt of Act 168. Rate of compensation will be instructional 1 step 1, \$46,462.00 ([enclosure](#)).

Classified Employees:

Randy Hansford, maintenance craftsman 1, effective July 3, 2017. Rate of compensation will be \$17.10 per hour ([enclosure](#)).

Deena Kime, payroll clerk, effective July 5, 2017. Rate of compensation will be \$17.10 per hour ([enclosure](#)).

Thomas Showvaker, accounts payable/accounting clerk, effective June 21, 2017. Rate of compensation will be \$18.00 per hour ([enclosure](#)).

Supplemental Employees:

Lisa Smith, high school newspaper advisor shared, effective for the 2016-2017 school year. Rate of compensation will be \$410.38 (returning).

Joyce Merrel and Marcie Temple, part-time, as needed, summer expeditors shared. Rate of compensation will be \$10.00 per hour (current).

- 3) Leave of Absence - The Board was requested to approve the following requests for leave of absence:

Amanda Starner, 6th grade teacher, FMLA leave effective August 21, 2017 to October 27, 2017.

- 4) Bus and Van Drivers - The Board was requested to approve the following drivers employed by Boyo Transportation:

Bobbi Lawyer  
Axelis Nazario-Justiniano

- 5) Conferences/Workshops - The Board was requested to approve the following conferences/workshops:

Rina Houck                      National Principals' Conference  
   Williamsburg, Virginia  
   July 9-11, 2017  
   ([enclosure](#))

**BOARD ACTION:**

Mr. Reck made a motion to approve A 1-5. Second by Mr. Frederick and approved on a roll call vote of 8-0.

- 6) Grievance - It was recommended that Hanover Education Association Grievance 2016-17-01-HPESPA be denied at level 3 for reasons as listed.

**BOARD ACTION:**

Mrs. Shea made a motion to approve as written. Second by Mr. Frederick and approved on a roll call vote of 8-0.

**B) Policy**

- 1) The Board was requested to tentatively approve the following policies:
- [203](#) Immunizations and Communicable Diseases
    - [203-R1](#) Admissions - Immunization Requirements
  - [204](#) Attendance
    - [204-R1](#) Truancy Flow Chart

- [204-R2](#) Illegal Absence Procedure
- [800](#) Records Management

- 2) The Board was requested to approve the following regulations:
- [348-R1](#) Report Form for Complaints of Unlawful Harassment
  - [448-R1](#) Report Form for Complaints of Unlawful Harassment
  - [548-R1](#) Report Form for Complaints of Unlawful Harassment

**BOARD ACTION:**

Mrs. Daubert made a motion to approve B 1-2. Second by Mrs. Shea.

Mr. Frederick made a motion to amend Records Management Policy 800 for email from two years to three years. Approved on a roll call vote of 8-0.

Approved amended motion on a roll call vote of 8-0.

**C) Budget and Finance**

- 1) York County School of Technology Bond Refinancing and Restructuring Resolution - The Board was requested to approve a resolution with respect to Refinancing and Restructuring York County School of Technology Authority, Series of 2007 Lease Revenue Bonds and Financing Renovations and Additions to the York County School of Technology ([enclosure](#))

**BOARD ACTION:**

Mr. Henry made a motion to approve as presented. Second by Mr. Frederick and approved on a roll call vote of 8-0.

- 2) Lincoln Intermediate Unit #12 Joint Purchasing Bids

General ([enclosure](#))

Cascade School Supplies, Inc.	722.44
Kurtz Bros.	1,620.06
National Art & School Supplies, Inc.	2,551.27
Pyramid School Products	1,253.56
Quill Corporation	1,890.99
School Specialty	2,240.39
Standard Stationery Supply Co.	1,760.69
The Art Store, Inc.	978.20
W.B. Mason	9,181.14
 Total	 22,198.74

Paper ([enclosure](#))

B.W. Wilson Paper Company, Inc.	7,412.72
Kurtz Bros.	1,106.94
Lindenmeyr Munroe	553.60
School Specialty	458.60
Standard Stationery Supply Co.	243.06
W.B. Mason	2,123.99
Total	11,898.91

Art ([enclosure](#))

Blick Art Materials LLC	291.92
Cascade School Supplies, Inc.	495.20
Kurtz Bros.	395.18
National Art & School Supplies, Inc.	1,312.11
Pyramid School Products	881.59
School Specialty, Inc.	1,722.76
Sheffield Pottery, Inc.	16.10
Standard Stationery Supply Co.	166.62
The Art Store, Inc.	1,662.37
W.B. Mason	2,793.32
Total	9,737.17

Custodial ([enclosure](#))

Americhem International	276.10
Hassinger & Company, Inc.	737.06
M.J. Earl Inc.	598.60
Pyramid School Products	253.53
Veritiv Operating Co./Xpedx	2,709.69
Total	4,574.98

Trash Liners Bid - Catalog Bid with approved vendors available to order as needed

BOARD ACTION:

Mr. Reck made a motion to approve as presented. Second by Mrs. Shea and approved on a roll call vote of 8-0.

- 3) Non Resident Certified Tuition Rates - The Board was requested to approve the Non Resident Tuition Rates for the 2017-2018 school year as established by the Pennsylvania Department of Education of Elementary \$10,651.10 or \$59.17 per day (\$10,437.10 prior year) Secondary \$11,908.42 or \$66.16 per day (\$12,511.57 prior year)

BOARD ACTION:

Mr. Reck made a motion to approve as presented. Second by Mrs. Shea and approved on a roll call vote of 8-0.

- 4) Donation Tree at Washington Elementary - The Board was requested to approve the donation from J.R. Bittinger of a tree replacement at Washington Elementary in the amount of \$110.00.

BOARD ACTION:

Mrs. Daubert made a motion to approve the donation as presented. Second by Mr. Frederick and approved on a roll call vote of 8-0.

- 5) Treasurer - The Board was requested to appoint Richard Engle as Treasurer for the 2017-2018 school year.

BOARD ACTION:

Mr. Roland made a motion to approve the treasurer as presented. Second by Mr. Reck and approved on a roll call vote of 8-0.

- 6) Depositories - The Board was requested to approve as depository Peoples Bank, along with PSDLAF, ACNB, York Traditions Bank and RBC as banking institutions for the 2017-2018 school year.

BOARD ACTION:

Mrs. Daubert made a motion to approve as presented. Second by Mr. Reck and approved on a roll call vote of 8-0.

D) Planning and Discussion

- 1) Check Registers
- 2) Monthly Reports
- 3) Cafeteria Budget and Pricing
- 4) Student Accident Insurance
- 5) Insurance Renewal

IV. Public Comment: Mrs. Lingg announced an executive session prior to the meeting for personnel items.

V. Adjournment: Mr. Roland made a motion to adjourn. The meeting was adjourned at 6:06 PM.

Next Board Meeting - Monday, June 26, at 6:00 PM.