

## BOARD OF DIRECTORS MEETING MINUTES

Monday, March 22, 2010

6:00 P.M.

- A. Opening Business  
Call to Order - The meeting of the Hanover Public School District Board of Education was called to order at 6:07 PM.  
Pledge of Allegiance  
Roll Call  
Board Members present: Mr. Bortner, Mr. Edwards, Mr. Engle, Mrs. Funk, Mrs. Lingg, Dr. O'Connor, Mr. Smith, Mrs. Smith, Mr. Watson  
  
Student Board Members present: Gabriel Rosenbrien, Alex Daubert  
  
Also Present: Dr. Moyer, Mr. Musselman, Mr. Wentz, Mr. Hain, Mrs. Frock, Mrs. Brown, Mr. Lehman, Mr. Czap, Mr. Grimes, Mrs. Dubbs, Deb Smith, Andrea Hersh, Laura Silver, Anne Cosgrove, Andy Novosedliak, Roberta Greene, Guthrie Library; Teena Curnow, Smith Elliott, Kearns and Company; Craig Witmer, Smith Elliott, Kearns and Company; Heather Faulhefer, Evening Sun; Mike Vaux, HPESPA; Teresa Erdman, HEA; Shawn Klunk, Washington PTO
- B. Recognition of Visitors and Public Comments  
Middle School Stomp & Steel directed by Deb Smith - Middle School students presented songs from Stomp and Steel. Deb Smith presented a PowerPoint highlighting some of the musical activities Middle School students have participated in recently.  
  
Presentation Audit Report Fiscal Year ended June 30, 2009 - Smith Elliott, Kearns, and Company, Craig Witmer and Teena Curnow - Craig Witmer highlighted some of the items in the audit Report from 2008-2009. Some items discussed were: health insurance costs, PSERS, Internal Service Fund, Food Service Fund, costs of Healthcare for retirees pay plan, IDEA and Title II, capital assets, software conversion, athletic fund. One of the items to be closely audited in the future is the stimulus money.  
  
Shawn Klunk spoke on behalf of the Washington PTO. They have come up with a playground proposal. It includes 12 swings, slide, benches, picnic tables, and sidewalk. The total cost would be \$50,000 which would include labor and installation. They would have the same orange and black color scheme as the other playground equipment at Washington. The PTO has applied for a grant from Lowes for the project in the amount of \$20,000. They will be meeting on Wednesday morning at 10:00 AM to discuss the proposal. When the layout is complete, they will send it to Dr. Moyer and Art Smith. Dr. O'Connor wondered if this would be similar to other schools. The Building and Grounds committee will discuss this issue.
- C. Approval of Minutes from Past Meetings - The board was requested to approve the minutes of the Board Meeting February 22, 2010, and Planning Meeting March 8, 2010

DISCUSSION:

Mr. Wentz stated that the minutes on February 22 stated that Jim Baumgardner was volunteering his time for the traffic flow plan. The district has since received a bill for his services in the amount of \$1230.

BOARD ACTION:

Mrs. Smith made a motion to approve the minutes as presented. Seconded by Mrs. Lingg. Mr. Engle made a motion to amend the minutes to remove volunteer. Seconded by Mr. Edwards and the amendment was approved by the Board on a vote of 9-0. The minutes were approved on a vote of 9-0.

D. Committee Reports

York School of Technology – Watson, Chair; Edwards (Alternate) - Mr. Watson reported at the last meeting they received a report on the roof. If approval is given, they will start this summer. They also received a report on the audit and there were no suggestions and it is a very clean report. He noted that one of our students, Crystal Wagner, was recently recognized as student of the month.

Recreation – Lingg, Representative; A. Smith (Alternate) - Mrs. Lingg stated that they will be coming into elementary schools shortly to do sign-ups for the summer playground program.

PN Advisory – Funk, Representative; D. Smith (Alternate) - Mrs. Funk reported that the State Board of Nursing has given our program full approval status. The next graduation will be held on July 8, 2010.

Meet & Discuss Professional, Classified & Administrative – D. Smith, Chair; Bortner, Funk, Lingg (Alternate) - No report

Joint Wage Tax –Edwards, Representative; O'Connor (Alternate) - Dr. O'Connor noted that there is a new state law that there will be one income tax agency per county. This group will make all the decisions. Mr. Edwards stated that all money will be reconciled to the Districts before the Hanover Area Earned Income Tax Bureau money is turned over to the new agency. Dr. O'Connor stated that the temporary bylaws should be approved shortly. He noted that monies might come in at a different timing to the District.

Lincoln Intermediate Unit Insurance Trust – Wentz, Representative; Elaine Kennedy - No report

Legislative Liaison with Pennsylvania School Board Association – O'Connor, Representative; Engle (Alternate) ([Resolution](#)) - Dr. O'Connor presented a tentative resolution regarding the pension crisis. He noted that the pension dilemma was caused by several things. Employees can now get a pension after five years instead of the previous ten years. He also noted that they have changed the pay-out. It used to be two percent times the years of service times the average salary of the three highest years. It has now changed to two and a half times the years of service times the average salary of the three highest years. Another problem was that the contributions of the districts for several years have sent the funds behind. We currently pay \$580,000 a year in retirement costs. Currently the state gives half of that back to the District. With a 30% rise in the next five years, it will put Districts

in financial difficulty. We are looking at a fix. A suggestion is that there would be a change for new hires from defined to defined contribution system. Mr. Bortner asked that an additional sentence be added - "In addition, it is hoped that the state legislature will increase state contributions to aid in this crisis." Mr. Bortner suggested that we send the resolution out to all schools in our area.

**BOARD ACTION:**

Dr. O'Connor made a motion to approve the Resolution with the additional phrase. Seconded by Mr. Engle and passed on a vote of 9-0.

Key Communicator's Network – All- Dr. Moyer stated that the next meeting is scheduled for Wednesday, March 24. At the next Meeting we will announce Volunteer Work Days at each level.

Policy Committee –Engle, Chair; Funk, O'Connor, Lingg, Watson (Alternate) – The March meeting was cancelled due to a championship basketball game. The next meeting is scheduled for April 14. There was a suggestion made that the meeting be changed to April 21 at 4:00 PM due to a conflict.

Student Board Members - Rosenbrien, Daubert, Rhoades (alternate) – There was a spring sports pep rally held on Friday. The musical will be held on Friday and Saturday, March 26 and 27. There will be a Hanover Idol competition on Sunday. Seniors will be receiving on April 1 the college decision letters. The art department is currently participating in shows at the Hanover Art Guild and Susquehanna Art Show. Three students have received gold keys for their work. Those projects will be sent to the national level. Mrs. Lingg stated that she attended the Hanover Art Guild and was amazed at the work done by our students.

**E. Superintendent's Report**

Dr. Moyer stated that 143 students have been registered so far for kindergarten for 2010-2011. The numbers will increase over the summer. He congratulated Mr. Wentz on the great audit report. They are currently working on the budgetary process. They recently had a special personnel committee meeting. He felt it was a positive and productive meeting. He wanted to thank Dr. O'Connor and Mr. Fry on the computer training. We are currently 95% paperless. We are now able to retrieve documents easily from the past. The District was hoping to have the Act 34 hearing on April 7 but it will have to be postponed by about a week. It will be discussed in executive session. There is a second grader at Clearview, Emma Cox, who wrote to the Superintendent and Board members regarding help for her father who was recently diagnosed with MS. She is participating in a walk at Gettysburg on April 18. The family will attend the April 12 meeting. One of the projects will be a casual day at the school. Emma's goal is to raise \$500 for MS. Dr. Moyer drafted Budget information to be given to the public regarding the District passing a resolution not to raise property taxes more than the index. He will distribute to local businesses like the library and tax office.

F. Standing motions regarding Facilities

1) New Business:

DISCUSSION:

Mr. Smith stated that the CTA met with the Building and Grounds committee regarding a possible lease for the tennis courts at the Myers Memorial Playground. The committee asked for information to be brought back to the Building and Grounds Committee. Mrs. Funk stated that community members have been contacting her and most of them don't want this. Mr. Smith stated that this time there would be a metal building constructed. This time there would be three parties involved because the Borough is currently leasing the playground. Mr. Bortner stated that we need to look at the return and financial plan. He thought this would be a way to create more income. The CTA is interested in Hanover because it is a central point. Mr. Engle stated that they are coming back at the April 9th meeting. Also discussed at the meeting was a review of the Middle School Traffic report.

G. Standing motions regarding personnel

1) New Business:

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

Jacquelyn Homan, learning support teacher, maternity leave of absence running concurrently with FMLA effective approximately June 1, 2010, through the end of the 2009-2010 school year.

- b) Retirement- The Board was requested to approve the following retirement:

Joan Miller, school nurse, effective June 4, 2010, with the end of the 2009-2010 school year. Mrs. Miller will be retiring with 25.5 years of service to the Hanover Public School District.

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

Substitute Employees:

Bonnie Fox, Stephanie Lawrence and Danielle Redding, day-to-day substitute teachers effective immediately.

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

Substitute Employees:

Michael Burke, Christine Evans, Laura Jones, Linda Rigler, Keri Roth, Carolyn Veit, Ursula Yost, Cynthia Watson, Shana Pesciotta, and Esther Wolfe, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

Supplemental Employee:

Andy Beckner, elementary K-6 wrestling program #'s 1 and 2, effective for the 2009-2010 school year. Rate of compensation for each is \$434.00 ([enclosure](#)).

LPN Employee:

Sandra Offutt, part-time LPN instructor, effective March 23, 2010. Rate of compensation will be \$28.00 per hour ([enclosure](#)).

BOARD ACTION:

Mrs. Smith made a motion to approve the employment items as presented. Seconded by Mr. Watson and passed on a roll call vote of 9-0.

- e) Request to Approve and Advertise Position-The Board was requested to approve the following position and job description and then to advertise:

School Nurse- for the 2010-2011 school year

DISCUSSION:

Dr. O'Connor wondered if we would need this position since we have nursing assistants. Mrs. Lingg stated that she was told that we are required to have two Registered Nurses for 1500 students. Mr. Smith wondered if students at parochial schools are counted. Mrs. Frock stated that she was not sure but we are over the 1500 number. Mrs. Lingg stated that this position is going to be difficult to fill.

BOARD ACTION:

Mrs. Lingg made a motion to approve the request to approve and advertise position as presented. Seconded by Mr. Engle and passed on roll call vote of 9-0.

- f) Conferences/Workshops – The Board was requested to approve the following conferences/workshops ([enclosure](#)):

David Harnish

Link Crew Basic Training  
May 3-6, 2010  
Westbrook, CT  
Cost- \$2,410.00

Gregory Wagner

Link Crew Basic Training  
May 3-6, 2010  
Westbrook, CT  
Cost- \$2,580.00

**DISCUSSION:**

Dr. O'Connor wondered if there was an easier way to institute this program. He wondered if this was a cost effective way to get this done. Dr. Moyer stated that there were several locations but the dates worked with the participants. Several districts have agreed to consult with us but they felt that training should be gotten first. The minimal amount they require is two people. He felt it was worth doing right. He felt that it could really have an impact long-term. Mr. Engle stated that we need to show measurement. Mr. Lehman stated that there are a lot of intangibles. The processes are already in place to show measurement. They have been impressed with the program in other schools. Mrs. Lingg felt that if it was worth doing it should be done correctly. It was stated that this is a one-time start-up cost. Dr. O'Connor noted that the calendar states that freshmen and mentors would be the only ones attending the first day of school. He felt it would be taking away from other students. Mr. Smith stated he would like to see the measurable success. He would like to see the results. There was a recommendation that we take three to five years and compare the average with the group.

**BOARD ACTION:**

Dr. O'Connor made a motion to approve the conferences/workshops as presented. Seconded by Mr. Engle and passed on a roll call vote of 7-2. Mrs. Funk and Dr. O'Connor cast the negative votes.

**BOARD ACTION:**

Dr. O'Connor made a motion that the measurable data be used in the last three years compared with next year. Seconded by Mrs. Funk and passed on a vote of 9-0.

Dr. Alan Moyer

Superintendent Retreat  
April 28-30, 2010  
Bedford Springs, PA  
Cost - \$130.00 (Mileage Only)

**BOARD ACTION:**

Mrs. Lingg made a motion to approve the conference/workshop as presented. Seconded by Mrs. Funk and passed on a roll call vote of 9-0.

H. Standing motions regarding Instruction

- 1) Board Policies – The Board was requested to approve the tentative adoption to ([enclosure](#)):  
237 Electronic Device

DISCUSSION:

Dr. O'Connor suggested that a line should be added in the prohibitive devices "except in cases explained in section 5 of policy". He thought it would help to explain it better.

BOARD ACTION:

Dr. O'Connor made a motion to add the phrase stated above to the policy. Seconded by Mrs. Funk and passed on a vote of 9-0.

BOARD ACTION:

Mr. Bortner made a motion to approve the tentative adoption to the board policy as presented with the change. Seconded by Mrs. Lingg and passed on a vote of 9-0.

- 2) School Calendar – The Board was requested to approve the adoption of the 2010-2011 District Calendar ([enclosure](#)).

DISCUSSION:

Dr. O'Connor noted that the teachers and students not participating in the Link Crew would have no obligations for the day. He wondered if the students not participating could have a shadowing program. Mr. Lehman stated that it could be an exchange day where it would be an even trade for that. It should involve every teacher in the process. Mr. Edwards noted that the Link Program is an all day program. Dr. Moyer stated that they would make sure every teacher is engaged.

BOARD ACTION:

Dr. O'Connor made a motion that the note at the bottom of the calendar be removed regarding Freshmen since it hasn't been decided yet. Seconded by Mr. Engle and passed on a vote of 9-0.

- 3) New Business

- a) High School Senior Class Trip – The Board was requested to approve the senior class trip to Dorney Park on Tuesday, June 1, 2010. The approximate cost is \$60.00 per student, to be paid by the students ([enclosure](#)).

BOARD ACTION:

Mrs. Smith made a motion to approve the High School Senior Class Trip as presented. Seconded by Mr. Bortner and passed on a vote of 9-0.

I. Standing motions regarding Finance

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

BOARD ACTION:

Mrs. Lingg made a motion to approve the transportation bid approval as presented. Seconded by Mrs. Smith and passed on a roll call vote of 9-0.

- 2) Monthly Reports – The Board was requested to approve the following reports for the month of February ([enclosure](#))
- Tax Collector Report
  - Treasurer’s Report
  - Investment Report
  - Budget Expenditure Report
  - Revenue Budget Summary
  - Cafeteria Report
  - Student Activities Report

BOARD ACTION:

Mrs. Smith made a motion to approve the monthly reports as presented. Seconded by Mrs. Lingg and passed on a roll call vote of 9-0.

- 3) Check Register – The Board was requested to approve the following check register: General Fund including athletic, middle school and high school activity accounts totaling \$1,563,729.70, Capital Reserve totaling \$12,373.50, Construction totaling \$10,798.55, and Cafeteria totaling \$22,706.62. Grand total \$1,609,608.37 ([enclosure](#)).

BOARD ACTION:

Mrs. Smith made a motion to approve the check register as presented. Seconded by Mr. Watson and passed on a roll call vote of 9-0.

- 4) 2008-2009 Audit Report Approval – The Board was requested to approve the fiscal year ended June 30, 2009, audit report, as presented by independent auditors from Smith Elliott Kearns and Company ([enclosures](#)).

BOARD ACTION:

Mrs. Smith made a motion to approve the audit report as presented. Seconded by Mr. Bortner and passed on a roll call vote of 9-0.

J. Other Business

Board Meeting Audios

DISCUSSION:

Mr. Smith wondered how long audios from board meetings should be on the website. Mrs. Lingg stated that she thought they should be deleted once they were approved. Mr. Smith stated that currently we have two years on the website. Mrs. Smith stated that the solicitors during interviews thought it was not a good idea to have on the website. Dr. O'Connor didn't see any harm and thought we should leave them there. Mrs. Funk didn't think the Board should be frightened.

BOARD ACTION:

Mrs. Smith made a motion to close the discussion. Seconded by Mr. Bortner and approved by the Board on a roll call vote of 6-2. Dr. O'Connor and Mrs. Funk cast negative votes. Mr. Edwards was not present.



BOARD ACTION:

Mrs. Smith made a motion to remove the audios from the website after the minutes are approved. Seconded by Mrs. Lingg and was defeated on a 3-5 vote. Mrs. Funk, Dr. O'Connor, Mr. Watson, Mr. Bortner and Mr. Engle cast negative votes. Mr. Edwards was not present.

BOARD ACTION:

Mrs. Lingg made a motion to send the board meeting audios to the policy committee. Seconded by Mrs. Smith and was defeated on a 2-6 vote. Dr. O'Connor, Mr. Smith, Mr. Engle, Mrs. Funk, Mr. Bortner and Mr. Watson cast negative votes.

K. Next meeting date:

The next planning meeting will be held on Monday, April 12, 2010, at 6:00 P.M.

The next Board Meeting will be held on Monday, April 26, 2010, at 6:00 P.M.

L. Adjournment

Mr. Bortner made a motion to adjourn the meeting. Seconded by Mr. Engle. The meeting was adjourned at 9:05 PM.