

EASTERN LEBANON COUNTY SCHOOL DISTRICT
180 ELCO Drive, Myerstown, PA 17067

Re-Organization Meeting
And
Regular Board of Education Meeting
ELCO High School Library

December 3, 2013

The Re-Organization and Regular Board of Education Meeting was called to order by President Moll at 6:05 p.m.

The Eastern Lebanon County School Board met in a Re-Organization and Regular Session in the ELCO High School Library with President Moll presiding and leading in the Opening Exercises.

Roll Call

The Secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders and Mrs. Walck; and Messrs. Bernard, Gardener, Houtz, Mark and Moll. Absent from the meeting was Mr. Kahl. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Ms. Haas, Mr. Gerhart, Mrs. Bowersox, Mr. Cascarino, Mrs. Shoemaker, Mr. Sweger, Gwen Boltz, Stacy Kunkelman, Bob Boltz, Douglas Dresch; Gloria Hill - Board Secretary; a reporter from the Lebanon Daily News; three community members and three faculty members.

Students of the Month – presented by Mr. Edward Gardener

Intermediate School: Shae Parham & Riley Keppley* (Mrs. Hibshman's 5th grade class)
Middle School: Julianna Bowers & Tyler Shott*
High School: Amber Hartranft & Joseph Naughton

**Designates student who was unable to attend and will be recognized at the January meeting.*

Students were recognized and congratulated by their respective principal for their accomplishments and were presented with a plaque by Mr. Gardener.

Student Council Report

Hannah Hentz, Student Council Treasurer reported on Student Council activities. A successful Haunted Hallways was held in October raising \$1800. In the planning stages are the following events: 10-days of Giving, holiday events and activities, and 2014 Homecoming.

President Moll expressed appreciation to Hannah for volunteering her time on Election Day for Millcreek Township. He also thanked the parents and teachers in attendance for their support of the Students of the Month.

Appointment of Temporary President

Mr. Bernard was nominated as Temporary President by Mrs. Walck. Mrs. Walck made a motion to close the nominations, seconded by Mr. Mark. A voice vote to close the nominations was made. Vote - all Aye. Therefore, with no other nominations, Mr. Bernard was appointed Temporary President by unanimous consent or acclamation.

Reading of Certificate of Election

Board Secretary, Gloria Hill, read the Certificate of Election for re-elected Board members – Carrie Boyer, Edward Gardener, Scott Houtz, and Robert Mark.

Oath of Office

The Oath of Office for Re-Elected Board Members (Carrie Boyer, R. Edward Gardener, Scott Houtz, and Robert Mark) was conducted by Mr. Bernard, Temporary President.

Election of Officers

Mr. Gardener nominated Mr. Moll for the office of Board President. Mrs. Boyer moved to close the nominations, seconded by Mr. Mark and approved by Voice vote, all voting Aye. Therefore, with no other nominations, Mr. Moll was elected to the office of President by unanimous consent or acclamation.

Newly elected President Moll assumed the chair.

Mrs. Boyer nominated Mr. Bernard for the office of Vice President. Mr. Houtz moved to close the nominations, seconded by Mrs. Walck and approved by Voice vote, all voting Aye. Therefore, with no other nominations, Mr. Bernard was elected to the office of Vice President by unanimous consent or acclamation.

On a motion by Mr. Moll, seconded by Mr. Bernard and approved by voice vote all voting Aye, Item A was approved:

A. Established rules of operation:

“That we, the Eastern Lebanon County School Board, adopt Board operational procedures and rules as outlined in the district policy manual and affirm that we will comply with Act 92 of 1998, (The Sunshine Act).”

On a motion by Mr. Moll, seconded by Mr. Houtz and approved by voice vote all voting Aye, Item B was approved:

B. Adopted the following schedule of meeting dates for board meeting for the 2014 calendar year.

EASTERN LEBANON COUNTY SCHOOL DISTRICT 2014 CALENDAR OF BOARD MEETINGS

Committee-of-the-Whole & General Purposes

January 6, 2014
February 3, 2014
March 3, 2014
NO Committee Mtg.
May 5, 2014
June 2, 2014
NO Committee Mtg.
NO Committee Mtg.
September 8, 2014 (2nd Monday)
October 6, 2014
November 3, 2014
NO Committee Mtg.

Regular Board of Ed. Meetings **December 3, 2013 (Re-Organization)**

January 13, 2014
February 10, 2014
March 10, 2014
April 14, 2014
May 12, 2014
June 9, 2014
July 14, 2014
August 11, 2014
September 15, 2014 (3rd Monday)
October 20, 2014 (3rd Monday)
November 10, 2014
December 2, 2014 (Re-Organization)

According to the adopted policies of the Board of School Directors, Committee-of-the-Whole Meetings and for general purposes are held on the first Monday of each month and Regular Board Meetings are held on the second Monday of each month. All meetings are held in the Eastern Lebanon County High School Library, 180 ELCO Drive, Myerstown, PA, beginning at 6:00 pm, subject to change by action of the Board of School Directors, in advance, with proper notice and legal advertising. Special Board Meetings may be scheduled as provided by the School Laws of Pennsylvania. (COMMITTEE MEETINGS ARE HELD AT 5:00 PM, PRIOR TO THE BOARD MEETINGS.)

The President made the following appointments:

C. Appointed Board Committees and Chairs: Personnel, Curriculum, Finance, General Services, and Technology.

Personnel:	Chair – Mr. Gardener Committee Members – Mr. Bernard, Mr. Houtz, and Mr. Kahl
Curriculum:	Chair – Mrs. Souders Committee Members – Mrs. Boyer, Mr. Houtz, and Mr. Kahl

General Serv.:	Chair – Mr. Houtz Committee Members – Mrs. Boyer, Mr. Mark, and Mrs. Souders
Finance:	Chair – Mrs. Boyer Committee Members – Mr. Gardener, Mr. Mark, and Mrs. Walck
Technology:	Chair – Mr. Mark Committee Members – Mr. Bernard, Mr. Gardener, and Mr. Houtz

- D. Appointed a representative and alternate to the Lebanon County Earned Income Tax Bureau – *Mr. Mark, Representative; and Mr. Bernard, Alternate.*
- E. Appointed a representative and alternate to the Lebanon County Tax Collection Committee – *Mr. Mark, Representative; and Mr. Bernard, Alternate.*
- F. Appointed a representative to the Harrisburg Area Community College Advisory Council (Lebanon Campus) – *Mr. Kahl.*
- G. Appointed a representative to the PA School Board Legislative Committee – *Mr. Houtz.*
- H. Appointed a representative to the Ad Hoc Policy Committee – *Mrs. Walck.*

Board President Communications

The Board met at 5:30 p.m. for a presentation of the Audit Report for period ending June 30, 2013.

Public Comments – Items On the Agenda

No comments were made.

ALL ITEMS ARE ACTION ITEMS

On a motion by Mr. Mark, seconded by Mr. Gardener and approved by voice vote, all voting Aye, the Minutes of 11-11-13 were approved.

On a motion by Mrs. Boyer, seconded by Mr. Mark and approved by voice vote, all voting Aye, the Treasurer's Report was approved as presented and filed for audit for the month ending 11-30-13.

Personnel Committee – Mr. Edward Gardener, Chair

On a motion Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item A was approved:

- A. Approved a "Letter of Resignation" from Stacy Dieffenbach, as High School Vo Ag teacher, effective/retroactive to November 14, 2013.

Mrs. Dieffenbach's letter was accepted with regret. Mr. Gardener commented, as well as the entire Board, that Mrs. Dieffenbach will be greatly missed.

On a motion Mr. Gardener, seconded by Mr. Bernard and approved by voice vote, all voting Aye, Item B was approved:

- B. Approved request of Stacy Dieffenbach to be added to the ELCO sub listing for the remainder of the 2013-2014 school year.

On a motion Mr. Gardener, seconded by Mr. Mark and approved by voice vote, all voting Aye, Item C was approved:

- C. Approved leave requests for the following individuals:
 1. Bernice Bricker, instructional aide – to begin approximately December 6, 2013 to January 6, 2014.
 2. Rebecca Kleinfelter, 2nd grade teacher – to begin approximately March 17, 2014 to approximately May 12, 2014.

On a motion Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item D, was approved:

D. Approved a "Letter of Resignation" from Anne Plumby, Personal Care Assistant, effective December 13, 2013.

On a motion Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item E, was approved:

E. Approved request for one (1) day of "Leave Without Pay" to Kristi Hummer, 1st grade teacher, effective January 3, 2014.

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by voice vote, all voting Aye, Item F was approved:

F. Approved Lyn Schaeffer as a volunteer coach for Boys' Basketball for the 2013-2014 season (pending receipt of required clearances).

On a motion by Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item G was approved:

G. Approved adding the following individuals to the ELCO sub listing (pending receipt of all required documentation):

1. Ryan Bucks – English 7-12
2. Maria Fisher – Café
3. Bruce Kreider – IU sub, all areas
4. Heidi Arnick – IU sub, all areas
5. Mary Kern – IU sub, all areas

On a motion by Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item H was approved:

H. Approved job descriptions, Personal Care Assistant and Classroom Paraprofessional. (Board Attachment)

On a motion by Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item I was approved:

I. Approved the following trip/travel requests:

1. Chad Miller and wrestling team to travel and participate in the Delco Duals wrestling tournament in the Philadelphia area, December 26-27, 2013. (Cost to the District is for use of school vans.)
2. Paul Dissinger and students in his AP Government, Psychology, and Honors Government classes to travel and visit New York City, NY, April 12, 2014. (There are no costs to the District.) (Board Attachment)
3. Jennifer Martin, students and parents, to travel to New York City, NY, April 18, 2014. The group will see the Broadway production of "Les Misérables," learning more about French history. (There are no costs to the District.)

Curriculum Committee – Mrs. Jadell Souders, Chair

No items to report.

General Services Committee – Mr. Scott Houtz, Chair

No items to report.

Finance Committee – Mrs. Carrie Boyer, Chair

On a motion by Mrs. Boyer, seconded by Mr. Mark and approved by voice vote, all voting Aye, with one Abstention by Mr. Bernard, Item A was approved:

A. Approved payment of bills as found listed and attached to the December 3, 2013 Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$1,390,586.89
Construction Fund payments in the amount of	\$0.00
Cafeteria Fund payments in the amount of	\$114,045.56
Debt Service	\$180,831.10

On a motion by Mrs. Boyer, seconded by Mr. Houtz and approved by voice vote, all voting Aye, Item B was approved:

B. Approved Budget Transfers. (Board Attachment)

On a motion by Mrs. Boyer, seconded by Mr. Mark and approved by voice vote, all voting Aye, Item C was approved:

C. Approved acceptance of Audit Report for period ending June 30, 2013, prepared by Trout, Ebersole and Groff.

It was stated the Audit Report will be available in the near future to the public.

The Board congratulated Ms. Boltz and her staff on the Audit.

Board Reports

1. E.I.T. update - Mr. Bernard gave an overview of the ongoing lawsuit.

President Moll thanked Mr. Bernard for being ELCO's representative this past year to the E.I.T. Bureau.

Superintendent's Report

On a motion by Mr. Gardener, seconded by Mr.. Mark and approved by voice vote, all voting Aye, Item A was approved:

A. Approved revisions to Policy 246 – Pupils, Student Wellness, *1st Reading*. (Revisions directed by Dept. of Ag during recent periodic review.) (Board Attachment)

Dr. Zuilkoski informed the Board of a phone call he received from PDE's Special Assistant to the Secretary. ELCO was one of 20 district's receiving a phone call congratulating the District with improved PSSA scores. Dr. Zuilkoski gave kudos to Mr. Gerhart and his staff for the improvement at the Middle School.

Upcoming Dates:

December 10 – 7:00 p.m., 5th Grade Holiday Concert – IS
December 12 – 7:00 p.m., MS Holiday Concert – HS Auditorium
December 15 – 2:00 p.m., HS Holiday Concert – HS Auditorium
December 17 – 7:00 p.m., 4th Grade Holiday Concert - IS

Public Comments – Items On/Off the Agenda

No comments were made.

Old Business

Mrs. Souders commended Mr. O'Neill on the fall drama production, which was well attended.

Ms. Haas, stated a preview was held for the student body at the high school, which resulted in higher attendance.

Mrs. Boyer questioned if there was an update on the Schaefferstown facility.

Ms. Boltz responded – proposal will be shared in the near future.

Mr. Houtz commented on the group using the old Myerstown Elementary building. They are very happy with the facility and are using all areas available.

Mr. Bernard commented on the Myerstown parade, along with other Board members, and the participation by many of the youth organizations from ELCO. Mr. Moll commended the ELCO band and our ELCO concert choir for their performance and participation in the tree lighting held after the parade.

New Business

No new business was reported.

Adjournment

On a motion by Mr. Gardener, seconded by Mr. Houtz and approved by a voice vote, all voting Aye, President Moll adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Gloria J. Hill
Board Secretary

Next School Board Meeting – January 6, 2014