

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

Regular Board of Education Meeting  
ELCO High School Library

July 22, 2013

The Regular Board of Education Meeting was called to order by President Moll at 6:06 p.m.

The Eastern Lebanon County School Board met in a 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 and Mrs. Souders; and Messrs. Bernard, Gardener, Houtz, Kahl, Mark and Moll. Absent from the meeting was Mrs. Walck. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Mrs. Stauffer, Mrs. Bowersox, and Mrs. Shoemaker; Gwen Boltz, Business Manager; Bob Boltz, Director of Technology; Jennifer Haas, High School Asst. Principal; Chris Rada, Middle School Asst. Principal; Doug Dresch, Director of Bldgs. & Grounds; Stacy Edris, Asst. Business Manager; Gloria Hill, Board Secretary; a reporter from Lebanon Daily News; three community members and two visitors (Mr. Kenneth Napaver and guest).

Board President Communications

1. The Board met in Executive Session at 5:00 p.m., July 22, 2013 to discuss personnel and safety matters.

Presentation on ALiCE

Mrs. Amy Shoemaker, Ms. Jen Haas and Mr. Chris Rada, official ALiCE trainers, gave an overview of the program ALiCE (A = Alert, L = Lockdown, I = Inform, C = Counter, E = Evacuate). This is a program that will implemented at ELCO in the near future teaching students, staff and faculty a new approach in dealing with intruders. Questions and discussion from the board took place on cost of the program and/or supplies needed, and expected implementation. The board expressed their support of this vital program noting information will be shared with parents at a later date.

Public Comments – Items On the Agenda

No comments were made.

Approval of Minutes

On a motion by Mark, seconded by Gardener and approved by voice vote, all voting Aye, the Minutes of 06-17-13 were approved.

Approval Treasurer's Report

On a motion by Mark, seconded by Kahl and approved by voice vote, all voting Aye, the Treasurer's Report was approved as presented and filed for audit for the month ending 06-30-13.

Personnel Committee – Mr. Edward Gardener, Chair

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

- A. Approved employment of Kenneth Napaver as ELCO High School Principal (pending receipt of all required documentation) effective on or about August 1, 2013, at a salary of \$97,000 (with applicable benefits).

*Mr. Moll welcomed Mr. Napaver to ELCO.*

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

B. Accepted a "Letter of Resignation" from Sue Steckbeck, High School Special Ed teacher, effective June 28, 2013.

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

C. Approved a change in employee status to the following individuals:

1. Heather Miller – *from* part-time Kindergarten teacher *to* full-time Kindergarten teacher effective the 2013-2014 school term.
2. Ruthanne Gray – *from* part-time Kindergarten teacher *to* full-time Kindergarten teacher effective the 2013-2014 school term.
3. Kendra Smith – *from* cafeteria substitute *to* part-time cafeteria worker (4.5 hour position) effective August 19, 2013, at a rate of \$9.00/hour (subject to assignment).

#### *Item D*

*Mr. Kahl questioned the cost of trip. Dr. Zuilkoski will provide cost and stated the main focus of the conference is Standards Based Grading, which will be implemented in the near future.*

On a motion by Gardener, seconded by Mark, and approved by voice vote, 7 Ayes and 1 NO vote by Souders, Item D was approved:

D. Approved a trip request from Dr. Zuilkoski to travel and attend the ASCD Conference in Las Vegas, NV, October 31 – November 3, 2013.

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

E. Approved an "Absence Without Pay" to Jonathan Krall for the period of October 28-November 8, 2013. (Request of time off was known at time of hire.)

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

F. Approved a contract with National Insurance Services for Long-Term Disability Insurance for October 1, 2013 through October 1, 2015 with a guaranteed rate of .120%. (NOTE: this is a reduction from .125%.)

#### Curriculum Committee – Mrs. Jadell Souders, Chair

*Item A – Mrs. Souders questioned the tuition rate per student. Ms. Boltz responded the rate is based on level (elementary or secondary) and gave approximate rates.*

On a motion by Souders, seconded by Boyer, and approved by voice vote, all voting Aye, Item A was approved:

A. Approved Madison Weidman, Kindergarten student, as a parent paid tuition student for the 2013-2014 school year, per parent request. (Board Attachment)

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

B. Approved Austin Funk, 7<sup>th</sup> grade student, as a parent paid tuition student for the 2013-2014 school year, per parent request, but denied parent request to waive the tuition fee for the 2013-2014 school year. (Board Attachment)

#### *Item C & D*

*Mr. Bernard questioned revisions made to handbooks. Mrs. Souders responded - Most revisions were related to staff changes and not policy related. Mrs. Souders proofed the handbooks and will communicate grammatical or spelling corrections to the appropriate principal.*

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

C. Approved revisions to the 2013-2014 Student/Faculty Handbooks (Grades K-2, Grades 3-5, MS & HS). (Board Attachment)

On a motion by Souders, seconded by Mark, and approved by voice vote, all voting Aye, Item D was approved:

- D. Approved revisions to the 2013-2014 Athletic Coaches Handbook. (Board Attachment)

General Services Committee – Mr. Scott Houtz, Chair

On a motion by Houtz, seconded by Kahl, and approved by voice vote, all voting Aye, Item A 1 was approved:

- A. Approved Use of School Facilities requests:

1. ELCO Wrestling to hold the “Forever Friends Memorial Run” Sunday, September 22, 2013 from 1:00 to 3:00 p.m. in the high school stadium.

On a motion by Houtz, seconded by Mark, and approved by voice vote, all voting Aye, Item A 2 was approved:

- A. Approved Use of School Facilities requests:

2. Tricia Smith/Curing Retinal Blindness Foundation to hold the 2<sup>nd</sup> Annual Tour de Vision fundraiser Sunday, September 29, 2013 from 2:00 to 4:00 p.m., but denied request to waive all fees. (Board Attachment)

Technology Committee – Mr. Bob Mark, Chair

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

- A. Approved the disposal of approximately 150 pieces of electronic equipment that includes approximately sixty computers, twenty-five printers, forty palm pilots, five monitors, and ten projectors through Free Geek, Inc., at no cost to the district. All equipment is either no longer in working order or has a purchase date prior to 9/1/2005, and has been deemed end of life of equipment. Free Geek, Inc. also provides a certificate ensuring environmentally safe and proper disposal of all equipment. Estimated value of equipment totals less than \$3,000.

Finance Committee – Mrs. Carrie Boyer, Chair

On a motion by Boyer, seconded by Houtz, and approved by voice vote, all voting Aye, with one (1) abstention by Bernard, Item A was approved:

- A. Approved payment of bills as found listed and attached to the July 22, 2013 Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of:	\$2,545,542.58
Construction Fund payments in the amount of:	\$0.00
Cafeteria Fund payments in the amount of:	\$125,415.50
Debt Service	\$10,386.26

On a motion by Boyer, seconded by Mark, and approved by voice vote, all voting Aye, Item B was approved:

- B. Approved Resolution #07-22-13-I concerning refinancing of debt for Lebanon County Career & Technical Center. (Board Attachment)

Principal Reports

Mr. Cascarino, Elementary Principal, reported things are going well since starting July 1. An invitation went out to his faculty and staff offering the opportunity to meet with him on an individual basis, which has been well received. August 12 will be teacher day for both elementary buildings and he looks forward to meeting with his faculty.

Mr. Rada, Middle School Assistant Principal, reported on activities taking place. The summer academies held so far this summer are going well; schedules are being finalized; and August 5 will be teacher day.

Mrs. Bowersox, Intermediate School Principal, reported that class lists are out; she is working with Walmart to have our list of student supplies posted for the convenience of district families; and the IS teacher day is August 6.

Ms. Haas, High School Assistant Principal, reported on several items; band camp is in progress this week and going well; student schedules have been revamped and about 75 percent of them have gone out; test scores have arrived; summer academies have also taken place at the High School; and August 12 is their teacher day. Ms. Haas also welcomed Mr. Napaver.

#### Superintendent's Report

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

A. Approved revisions to the following District Policies, 2nd Reading: (Public Attachment)

1. Policy 337 – Administrative Employees, Vacation
2. Policy 623 – Finances, Credit Cards
3. Policy 808 – Operations, Food Services

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

B. Approved authorizing the Superintendent/Designee to construct and implement an All Hazards Plan consistent with the requirements described in Chapter 10 of the PA School Code.

On a motion by Boyer, seconded by Bernard and approved by voice vote, all voting Aye, Item C was approved:

C. Approved authorizing the Superintendent/Designee to annually review and maintain the District's All Hazards Plan as needed.

On a motion by Boyer, seconded by Bernard and approved by voice vote, all voting Aye, Item D was approved:

D. Approved authorizing the Superintendent to provide necessary training to District staff regarding the implementation of the District's All Hazards Plan.

#### Public Comments – Items On/Off the Agenda

No comments were made.

#### Old Business

None reported.

#### New Business

Mrs. Souders inquired when test scores would be available to parents. Dr. Zuilkoski responded that he will present an overview of scores at an upcoming Board Meeting.

Mr. Gardener expressed his excitement regarding the new staff hired/approved and complimented Dr. Zuilkoski on his efforts in putting the new team together.

#### Adjournment

On a motion by Gardener seconded by Bernard and approved by a voice vote, all voting Aye, President Moll adjourned the meeting at 7:10 p.m.

Respectfully submitted

Gloria J. Hill  
Board Secretary

*Next School Board Meeting – August 12, 2013*