

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

Committee-of-the-Whole Board Meeting  
ELCO High School Library

June 3, 2013

The Committee-of-the-Whole Board of Education Meeting was called to order by Vice President Bernard at 6:08 p.m.

The Eastern Lebanon County School Board met in Committee-of-the-Whole Session in the ELCO High School Library with Vice President Bernard presiding and leading in the Opening Exercises.

Roll Call

The Assistant Board Secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders, Mrs. Walck; and Messrs. Bernard, Gardener, Houtz, Kahl, and Mark. Absent from the meeting was Mr. Moll. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Mr. Felty, Mr. Gerhart, Mrs. Bowersox, Mrs. Stauffer and Mrs. Shoemaker; Gwen Boltz, Business Manager; Bob Boltz, Director of Technology; Jennifer Haas, High School Asst. Principal; Chris Rada, Middle School Asst. Principal; Stacy Edris, Asst. Business Manager; Doug Dresch, Director of Bldgs. & Grounds; Gloria Hill, Asst. Board Secretary; a reporter from the Lebanon Daily News; Laura LeBeau of WLBR; and twenty members of the community and staff attended.

Board President Communications

1. Mr. Bernard shared that the Board did not meet in Executive Session at 5:00 p.m. on June 3, 2013, as scheduled and posted.

Written Request to Address the Board

1. Stephanie Hammer – Proposed insurance coverage for 10-month employees  
Mrs. Hammer first apologized to Dr. Zuilkoski for her lack of respect during a recent support staff meeting that she attended regarding insurance coverage. Dr. Zuilkoski graciously accepted her apology. Mrs. Hammer then addressed the Board by reading a written statement asking the Board to reconsider the proposal, which will reduce current health insurance coverage for 10-month employees to single health coverage only. In her address she also offered suggestions for options so that current coverage would continue. Dr. Zuilkoski addressed Mrs. Hammer by correcting information she received concerning cafeteria staff benefits. He also added the task to inform all support staff affected by the change was not an easy task.

Public Comments – Items On the Agenda

No comments were made.

**ACTION ITEM**

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

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

- A. **Approved Resolution # 06-03-13-I, regarding the use of an electronic signature (Dr. Zuilkoski) on any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. (Board Attachment)**

## NON-ACTION ITEMS

Personnel Committee – Mr. Edward Gardener, Chair

The Board reviewed and discussed the following:

- A. Recommend approval accepting a “Resignation Letter” from Scott Bennetch, high school Math teacher, effective August 1, 2013.
- B. Recommend approval of a request from Stacy Dieffenbach, Vo Ag teacher, to extend her leave through the 1<sup>st</sup> semester of the 2013-2014 school term, returning to the classroom for the 2<sup>nd</sup> semester.
- C. Recommend approval of a change in employment status for Sue Steckbeck *from* half time *to* full-time high school Special Ed teacher, effective the 2013-2014 school term.
- D. Recommend approval of employment of \_\_\_\_\_ as Maintenance/Groundskeeper, effective July 1, 2013 at a rate of \$\_\_\_\_\_. (Interviews to be held June 11 & 12.)

*Item D – will be a Non-Consent item on the agenda of June 17, 2013.*

- E. Recommend approval of request of Harry Bottomstone to rescind his request to retire and continue his employment in a half-time custodial position effective July 1, 2013.
- F. Recommend approval of a request from Nan Gift, retiring elementary teacher, to be included on the ELCO sub listing for the 2013-2014 school year.
- G. Recommend approval of a request from Judy Uhrich, retiring elementary teacher, to be included on the ELCO sub listing for the 2013-2014 school year.
- H. Recommend approval of a request from Stacia Pfautz, instructional aide, for two days of “Absence Without Pay” retroactive to May 14 & 17, 2013.
- I. Recommend approval of additional days above the 189 contracted days per the CBA, effective for the 2013-2014 school year, for the following personnel:
  - Two additional days (191 total):
    - Dennie Boltz (IS Librarian)
    - Wendy Kerst (MS Librarian)
    - Karen Mohn (JA/FZ Librarian)
    - Amanda Templeton (HS Librarian)
    - John Carley (HS Tech Ed)
    - Ken Miller (HS Tech Ed)
    - Michael Muhr (Elem. Guidance Counselor)
  - Ten additional days (199 total):
    - J. Thomas Eberly (HS Guidance Counselor)
    - Lisa Fulton (MS Guidance Counselor)
    - Alexandra Sheakley (HS Guidance Counselor)
    - Jennifer Kagarise (Psychologist)
    - Elizabeth Weidner (Psychologist)

- Fifteen additional days (204 total):
  - John Mentzer (HS Guidance Counselor/Virtual Academy)
- Twenty additional days (209 total):
  - Stacy Dieffenbach (Vo-Ag Program Director)

*Item I – Dr. Zuilkoski commented that professional contracts need to specify 189 days in accordance with the CBA and any staff with extended days will be given a separate contract on a yearly basis for the additional days needed.*

J. Recommend approval granting Tenure to the following individuals:

1. Joel Hill, 4<sup>th</sup> grade teacher – Intermediate School
2. Ashley Keath, Special Ed teacher – Intermediate School
3. Kaitlyn Strayer, 1<sup>st</sup> grade teacher – Fort Zeller Elementary
4. Emily Ziegler, Language Arts teacher – Middle School
5. Joseph Sandoe, Chemistry teacher – High School
6. Victoria Taylor, English teacher – High School

*Item J – Dr. Zuilkoski stated that he met with all six teachers and was very impressed by their energy and positive approach to teaching. He is proud to recommend each of them for Tenure.*

K. Recommend approval naming the following individuals as coaches for the 2013 Fall sports season:

Football:	Varsity Head Coach	Robert Miller
	Varsity Asst. Coaches	John Carley, Earl Thomas, Robert Williams
	JH Asst. Coaches	Wyatt Hall, Derek Thomas, Chad Miller
	Varsity Volunteer Coaches	Derek Fulk, Mitch Davis, Warren Zimmerman
Boys Soccer:	Varsity Head Coach	Kirk Keppley
	Varsity Asst. Coaches	John Mentzer, Sean Miller
	JH Asst. Coaches	Victor Ramos, TBA
	Varsity Volunteer Coaches	Greg Gardner, Matt Landis
Girls Soccer:	Varsity Head Coach	Derek Fulk
	Varsity Asst. Coaches	Katie Lamm, Robert Smith
	JH Asst. Coaches	Samantha Shober, Wes Soto
	Varsity Volunteer Coaches	Ryan Parker, John Smith, Mike Gettle
Field Hockey:	Varsity Head Coach	Lisa Kercher
	Varsity Asst. Coaches	Emily Weiler, Ashley Keath
	JH Asst. Coaches	Brenda Miller, Meghan Boyer
Girls Tennis:	Varsity Head Coach	Zachary Cook
	Varsity Volunteer Coaches	Cathy Shaak, Chris Gyorke
Cross Country:	Varsity Head Coach	Charles Gerberich
	JH Asst. Coach	Kylie Bingaman
	JH Volunteer Coach	Greg Underkoffler
Golf:	Varsity Head Coach	Dave Meyer
Girls Volleyball:	Varsity Volunteer Coach	Paul Donecker
	Varsity Head Coach	Paul Dissinger
Cheerleading:	Varsity Asst. Coach	Joshua Glant
	Varsity Volunteer Coaches	Wes Harpold, Bryan Yingst
	Varsity Head Coach	Lisa Liskey
	JH Asst. Coach	Jennifer Reinhart
	Varsity Volunteer Coaches	Jennifer George, Sherri Fake

Curriculum Committee – Mrs. Jadell Souders, Chair

The Board reviewed and discussed the following:

- A. Recommend approval of a contract with Yellow Breeches for services for the 2013-2014 school year; Cost: \$89,661.00. (Board Attachment)

*Items B & C will be presented on June 17, 2013.*

- B. Summer School Proposal – presented by Mike Gerhart and Ed Felty
- C. Curriculum Report on the ELCO Virtual Academy – presented by John Mentzer and Mike Gerhart

General Services Committee – Mr. Scott Houtz, Chair

The Board reviewed and discussed the following:

- A. Recommend approval of renewal of general property liability insurance and worker's compensation insurance packages in the total amount of \$189,313. (Board Attachment)
- B. Recommend approval of Schedule of Facility Fees for 2013-14. (Public Attachment)
- C. Acknowledge receipt of PlanCon K, Project Refinancing for the 2013 General Obligation Bonds. (Board Attachment) (Roll Call Vote)

*Item C – will be a Non-Consent item on the agenda of June 17, 2013.*

- D. Recommend approval of Drs. Flanagan and Noone as school dentists for 2013-14 at a rate of \$3,120 for the year.
- E. Recommend approval of Schaefferstown Family Practice to serve as school doctors for 2013-14 with rates as follows (NOTE: there is no change in rates from 2012-13 for these services):

- |                    |               |                                     |
|--------------------|---------------|-------------------------------------|
| • Physicals        |               | \$25                                |
| • Flu Shots        |               | \$25 - (if available)               |
| • Sports Physicals | Fall (1)      | \$800 - for 0-75 physicals          |
|                    |               | \$1,200 - for 76-125 physicals      |
|                    |               | \$1,600 - for 126 or more physicals |
|                    | Fall (2)      | \$600 - for 0-50 physicals          |
|                    |               | \$800 - for 51 or more physicals    |
|                    | Winter/Spring | \$600 - for 0-50 physicals (winter) |
|                    |               | \$800 - for more physicals (winter) |
| • Football Games   |               | \$200/game                          |

Finance Committee – Mrs. Carrie Boyer, Chair

The Board reviewed and discussed the following:

*Items A, C, E, G and H - will be Non-Consent items on the agenda of June 17 2013.*

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

General Fund payments in the amount of	\$1,316,857.00
Construction Fund payments in the amount of	\$0.00
Cafeteria Fund payments in the amount of	\$80,874.80
Debt Service	\$62,333.33

- B. Recommend approval of Budget Transfers for the 2012-2013 fiscal year that may be required by the local auditors subsequent to June 30, 2013.
  - C. Recommend approval of designation of depositories and bank accounts for 2013-2014. (Board Attachment)
  - D. Recommend approval of Resolution #06-17-13-I concerning fund balance designations at June 30, 2013. (Board Attachment)
  - E. Recommend approval of equalized mills at \_\_\_\_\_ mills. (This converts the millage pre-assessment to the reassessment number.) (Roll Call Vote)
- Item E – Ms. Boltz commented on the millage and formula used to calculate.*
- F. Recommend approval of Resolution #06-17-13-II setting homestead/farmstead exemptions for 2013-14. (Board Attachment)
  - G. Recommend approval of changes to 2013-14 Proposed Final Budget. (Roll Call Vote)
  - H. Recommend approval of Resolution #06-17-13-III adopting the 2013-14 General Fund Budget. (Roll Call Vote)

#### Superintendent's Report

Dr. Zuilkoski made the following recommendation:

- A. Recommend approval of revisions to the following district policies, First Reading: (Public Attachment)
  - 1. Policy 337 – Administrative Employees, Vacation
  - 2. Policy 623 – Finances, Credit Cards
  - 3. Policy 808 – Operations, Food Services

Dr. Zuilkoski informed those in attendance of activities that will be taking place:

#### Upcoming dates/info:

- June 4, 2013 – 7:30 p.m. – Baccalaureate, HS Auditorium
- June 6, 2013 – LAST STUDENT DAY
  - ❖ 6:30 p.m. – Commencement, New Beginnings Grace Brethren Auditorium
- June 7, 2013 – RECORDS & REPORTS DAY for Teachers

Comments were made concerning the parking issue at Commencement. Mr. Felty informed the Board and those in attendance that parking attendants will be directing cars to use every area available. Other options for parking and/or use of shuttles have been discussed, but at this time are not available.

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

- 1. Mr. Hammer – asked for formula used to calculate millage. Ms. Boltz will provide information.
- 2. Melissa Newmaster – inquired, “What is Yellow Breeches?” Mrs. Shoemaker responded – it is a service based outside the district, which is a center-based emotional support placement for special education students in need of intensive behavioral support; she also had questions on budget information given at a

previous meeting in May regarding the change in insurance coverage and what the savings would be to the district. Response was given in which the district would save \$230,000/year reducing coverage to single coverage only for 10-month support staff .

Mr. Gardener commented that the Board is looking at all options regarding this change.

#### Old Business

Mrs. Souders made another plea for a printed school calendar. Discussion on the subject took place from the following:

Mrs. Walck also agreed with Mrs. Souders.

Mrs. Newmaster suggested the possible use of our tech students' involvement in the printing of the calendar.

Dr. Zuilkoski commented about possible funding through the ELCO Foundation, which would provide a limited number of printed copies to the community.

Mrs. Walck commented on the benefits of a printed calendar for those who do not have computer access for the current calendar posted on the ELCO website.

Mr. Hammer suggested contacting the Merchandiser.

#### New Business

Mrs. Souders asked Mr. Felty for information on next year's high school musical. Mr. Felty commented that no definite decision has been made at this time. She also commented that a number of parents are eager to help with next year's production.

#### Adjournment

On a motion by Gardener, seconded by Boyer and approved by a voice vote, all voting Aye, Vice President Bernard adjourned the meeting at 6:38 p.m.

Respectfully submitted

Gloria J. Hill  
Assistant Board Secretary