

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

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

April 8, 2013

The Committee-of-the-Whole Board of Education Meeting was called to order by President Moll at 6:07 p.m.

The Eastern Lebanon County School Board met in Committee-of-the-Whole 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, Mrs. Walck; and Messrs. Bernard, Gardener, Houtz, Kahl, Mark and Moll. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Mr. Felty, Mr. Gerhart, 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; Douglas Good, Board Secretary; a reporter from the Lebanon Daily News; and six members of the community and staff attended.

Board President Communications

1. The Board met in Executive Session today at 5:00 pm, prior to the Committee-of-the-Whole Board Meeting to discuss personnel matters.

Public Comments – Items On the Agenda

No comments were made.

ACTION ITEMS

Personnel Committee

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

- A. **Approved a new job description, Assistant to the Superintendent. (Board Attachment)**

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

- B. **Approved the following individuals as day-to-day substitutes (pending receipt of all documentation):**

1. **Tyler Graffius, Spanish (retroactive to April 2, 2013)**
2. **Matthew Ricci, Elementary K-6**

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

- C. **Approved a “Letter of Temporary Employment” to the following ELCO subs:**

1. **Jessica DiMarzio, as a long-term sub, high school Vo Ag teacher, retroactive to April 2, 2013 through June 7, 2013 at a salary of Bachelor’s – Step 1 (prorated at \$224.68/day).**
2. **Megan Weik, as a long-term sub, high school Special Ed teacher, retroactive to April 3, 2013 through June 7, 2013 at a salary of Bachelor’s – Step 1 (prorated at \$224.68/day).**

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

- D. **Approved a leave request to Judy Uhrich, 3rd grade teacher, beginning April 8, 2013 through May 3, 2013.**

NON-ACTION ITEMS

Personnel Committee – Mr. Edward Gardener, Chair

The Board reviewed and discussed the following:

- A. Recommend approval of one (1) day of “Absence Without Pay” to Beth Quenzer, middle school nurse, retroactive to March 15, 2013.
- B. Recommend approval of one (1) day of “Absence Without Pay” to Margaret Auchenbach, Intermediate School Art teacher, retroactive to March 27, 2013 and all subsequent day-to-day absences through the end of the school year.
- C. Recommend approval for two (2) days of “Absence Without Pay” to Heather Gery, Middle School Phys. Ed teacher, April 29 and May 1, 2013.
- D. Recommend approval of a trip request from middle school teachers (Mrs. Whitmoyer, Ms. Miller, Mr. Bicher, and Mr. Underkoffler) and forty, eighth grade students, to travel to Williamsburg, VA, May 8-10, 2013. (Costs to the district are for teacher expenses and have been budgeted.) (Board Attachment)
- E. Recommend approval of a trip request from Kris Haley-Paul, Michael Lucky and thirty students of the National Art Honor Society to travel and visit museums and art galleries in New York City, NY, May 31, 2013. (Costs to the district are for substitutes only. This trip is student funded.) (Board Attachment)
- F. Recommend approval of a trip request from Stacy Dieffenbach - FFA Advisor, and nine FFA students to travel and participate in the Eastern States Exposition, September 11-15, 2013, Springfield, MA (Board Attachment with details/costs)
- G. Recommend approval to add the following individuals as substitutes, pending receipt of all required documentation:
 1. Julie Brownsberger - Elementary K-6
 2. Jennifer Bossert, RN – nurse sub
 3. Marsha VanOverbeke – café sub (retroactive to April 8, 2013)
 4. Ann Nischalke – café sub
 5. Shirley Lausch – café sub
 6. Shawn Mattocks – café sub
 7. Jessica Smith – café sub
 8. Kendra Weiler – café sub
 9. Katelyn Eby – IU sub, all areas
 10. Glen Ruhl – IU sub, all areas

Curriculum Committee – Mrs. Jadell Souders, Chair

The Board reviewed and discussed the following:

- A. Recommend corrections to the approved Ag Advisory Minutes of February 6, 2013 to reflect date change of FFA Awards Dinner from March 6, 2013 to March 7, 2013; also to reflect the correct time for the 50th Anniversary celebration planning meeting changed from February 28, 2013 to April 4, 2013, with the meeting beginning at 6:30 pm.

General Services Committee – Mr. Scott Houtz, Chair

The Board reviewed and discussed the following:

- A. Request approval of award of contracts in the total amount of \$10,492.30 to the following vendors for custodial supplies for the 2013-2014 bid through the district business office:

Clean Image	\$3,045.50
Pyramid	\$756.00
Penn Valley Chemical	\$5,515.00
Xpedx	<u>\$1,175.80</u>

Total Bid Award	\$10,492.30
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- B. Request approval of bid awards for athletic/trainer supplies, custodial supplies, instructional supplies and copy paper bid through Lancaster-Lebanon Joint Purchasing Board in the following total amounts:

Athletic/Trainer Supplies	\$4,023.74
Custodial Supplies	\$7,101.64
Instructional Supplies	\$23,851.62
Copy Paper	\$14,954.80

- C. Recommend approval of the following sports requesting to hold summer camp at ELCO:

- Football – June 10-13, 8:00 am – 12:00 noon (FB practice fields)
- Boys Soccer – July 15-18, 8:30 am – 12:00 noon (Soccer practice fields)
- Girls Soccer –
- Girls Basketball – June 10-13, 9:00 am – 12:00 noon (HS & MS Gym)
- Boys Basketball – June 17-20, 9:00 am – 12:00 noon (HS & IS Gym)
- Tennis – June 24-28, 6:00 pm – 8:00 pm (Tennis courts)
- Baseball – June 20, 27, July 11, 18, 25, 9:00 am – 11:00 am (Lyle Krall field)
- Field Hockey – June 24-27, 9:00 am – 11:00 am (Field Hockey field)

Discussion took place regarding costs associated with camps. Dr. Zuilkoski will provide board information.

Finance Committee – Mrs. Carrie Boyer, Chair

The Board reviewed and discussed the following:

Items A & D - will be Non-Consent items on the agenda of April 15, 2013.

- A. Recommend approval of payment of bills as found listed and attached to the April 8, 2013 Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$2,542,170.17
Construction Fund payments in the amount of	\$94,290.00
Cafeteria Fund payments in the amount of	\$165,895.40
Debt Service	\$7,884.25

Souders questioned some payments.

- B. Recommend approval of budget transfers. (Board Attachment)
- C. Request approval of PlanCon K documents for the General Obligation Bonds, Series of 2013.
- D. Request approval of Lancaster-Lebanon Intermediate Unit #13 2013-2014 Core Program of Services and IMS Budgets. (Board Attachment) (Roll Call Vote)

Souders questioned the increase.

- E. Request approval of protocol to pay out of county claims for earned income tax for 1st and 2nd quarters of 2008.

Bernard reported this covers prior to Keystone – approximately \$30,000.

Superintendent's Report

The Board reviewed and discussed the following:

- A. Recommend revisions to the following Board policies, *Second Reading* (Public Attachment):

1. Policy 530 – Classified Employees; Overtime

2. Policy 625 – Finances; Fund Balance
3. Policy 916 – Community; School Volunteers
 - a. Admin. Guideline for Policy 916

B. Recommend revisions to the following Board policies, *First Reading* (Public Attachment):

1. Policy 237 – Pupils; Electronic Devices
2. Policy 534 – Classified Employees; Sick Leave
3. Policy 539 – Classified Employees; Uncompensated Leave
4. Policy 815 – Operations; Responsible Use of Internet

Upcoming dates/info:

- Statement of Financial Interest forms ***must be completed and returned to Gloria on or before May 1, 2013.***

Public Comments – Items On/Off the Agenda

1. Melissa Newmaster – communication regarding testing results and remediation for students; also how faculty feels about PSSA's.

Old Business

Mrs. Souders commended the High School on the musical and tennis team.
Mrs. Boyer commented on Band "Phantom" played for fundraiser.

New Business

Dr. Zuilkoski reported on Assistant Superintendent search.

Addendum to Agenda

A motion was made by Gardener to add an item to the agenda, seconded by Mark, and approved by voice vote, all voting Aye, item was added to agenda.

Personnel Committee – Mr. Edward Gardener, Chair

1. **Recommend appointment of Terrie Stauffer to the position of Assistant to the Superintendent at a salary of \$90,000, effective July 1, 2013.**

On a motion by Gardener, seconded by Mark and approved by Roll Call Vote, all Ayes with one (1) NO vote by Souders, Item 1 was approved:

1. **Approved the appointment of Terrie Stauffer to the position of Assistant to the Superintendent at a salary of \$90,000, effective July 1, 2013.**

Adjournment

On a motion by Bernard, seconded by Houtz and approved by a voice vote, all voting Aye, President Moll adjourned the meeting at 6:42 p.m.

Respectfully submitted

Douglas G. Good
Board Secretary