

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

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

May 7, 2018

The Committee-of-the-Whole Board of Education Meeting was called to order by President, Jack Kahl at 6:00 p.m.

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

Roll Call

Board Secretary, Gloria Hill called the roll. The following members were present: Mrs. Gray Hayes, Dr. Smith, Mrs. Souders, Mrs. Stettler, Mrs. Thomas, and Mrs. Weaver; and Messrs. Ferrari, Kahl and Ondrusek. Also, in attendance were the following from the administrative team: Mrs. Vicente, Mrs. Davis, Ms. Haas, Mrs. Kassay, Mr. Gerhart, ~~Mrs. Hower~~, Mr. Cascarino, Mr. Soden, Mrs. Shoemaker, Mr. Sweigart, Mr. Miller, Mr. Boltz, Mrs. Kunkelman, Mr. Dresch; Gloria Hill, Board Secretary; William Zee, Solicitor, and faculty members.

The Board received a special surprise performance by ELCO ROCS (Raiders On Center Stage), under the direction of Mrs. Melodie Fair.

President Kahl inquired if recording of the meeting was occurring; audio recording of the meeting took place by a board member.

Board President Communications

- Board Goals are being developed with the focus on:
  - Academic Achievement
  - Innovative Habits of Practice
  - Social & Emotional Resilience
  - Responsible Governance
- Appointment of Board Member to PSBA 2018 Delegate Assembly
  - Appointed two reps – Mr. Tom Ferrari and Ms. Erin Stettler
- IU Board Membership Ballot – complete and return to Gloria Hill tonight in envelope provided

Presentation – 2018-2019 Budget

Mr. Michael Miller, ELCO Business Manager, gave an update on the proposed final 2018-2019 General Fund Budget being recommended for approval.

Public Comments – Items On the Agenda

- No comments were made.

Board Committee & Rep Reports

- Personnel Committee – Ms. Stettler
  - The Committee met on April 30, 2018 and discussed several items: stipends being recommended for approval; new staff positions for the 2018-19 school year; retirements and resignations; hiring process for administrative positions; final interview for Food Service Director; process for end-of-year evaluations for administration.
- Curriculum Committee – Dr. Smith
  - The Committee met on April 26, 2018 and discussed the following: establishing curriculum processes; systems of support for students; curriculum cycles (training/resource needs); summer reading requirements; professional development for 2018-19; textbook review available after tonight's meeting; next meeting will take place May 23, 2018 at 5:30 PM.
- Policy Committee – Mrs. Souders
  - The Committee continues reviewing policies in the 300 series with recommendations going forward. The next scheduled meeting will take place May 15, 2018 at 5:00 PM, beginning with Policy 332 as well as those on hold and/or being reviewed by our solicitor.
- Technology Committee – Mr. Ondrusek
  - The Committee met on April 30, 2018 with the focus on systems to audio record meetings and costs involved.
  - Discussion also took place on the status of our current network and phone systems.
  - Summer interns being recommended for approval.
- General Services Committee – Mr. Kahl
  - The Committee met on April 26 to review architect's position; result of meeting now focused in new direction with hybrid approach to renovation project (public utilities and energy cost savings).
  - A tour of our High School facilities took place with McClure.

- Ad Hoc will hold a meeting on May 9, 2018 at 6:00 PM in the LGI with McClure presenting the hybrid style of renovation project.
- Members of the Committee and administration will attend a meeting on Thursday, May 10, 2018 at 7:00 PM with the water authority.
- Finance Committee – Mrs. Gray Hayes
  - The Committee met on April 25, 2018 with discussion on the following:
    - Budget update:
      - Presented at the board meeting of May 7, 2018.
    - Updated information on the HS renovation budget.
    - Financial impact on District if doing renovation on phases.
    - Policies regarding Student Activity Funds were discussed.
    - Maintain credit rating
- IU13 Report – Mr. Ondrusek
  - The IU Board will meet on May 17, 2018; this will be the first time running remote conferencing between Lancaster and Lebanon campuses.
- PSBA Report – Mr. Ferrari
  - Reported on many items in handout distributed to the board members:
    - Initial revenue estimates
    - Monthly trends
    - April 2018 collections report
    - House and Senate Bill's being proposed/passed, or failed
- CTC Report – Mrs. Weaver
  - Reported on the proposed budget for the CTC being recommended; our board will vote on May 21, 2018.
  - CTC newsletter highlighting students from ELCO.
    - Senior Kendra Bixler was highlighted as one of the CTC Students of the Month.
- HACC Report – Mrs. Gray Hayes
  - The first meeting was held on May 2, 2018 with several head administrators in attendance.
  - Shared opportunities available.
- Lebanon County Tax Collection Report – Mr. Ferrari
  - No report
  - Next meeting is scheduled to take place May 15, 2018

## ACTION ITEMS

### Personnel Committee – Ms. Erin Stettler, Chair

On a motion by Ms. Stettler, seconded by Dr. Smith and approved by Voice vote, all voting Aye, Item A was approved:

- A. Approved the official start date as April 30, 2018 for Dawn Fitting, Specialized Paraprofessional.**  
*Background: Mrs. Fitting was approved on April 9, 2018 with a start date TBD. This motion sets Mrs. Fitting's official employment start date.*

On a motion by Ms. Stettler, seconded by Mrs. Gray Hayes and approved by Voice vote, all voting Aye, Item B was approved:

- B. Approved a "Letter of Resignation" from Kendra Smith, MS Café Manager, effective May 18, 2018.**

On a motion by Ms. Stettler, seconded by Mrs. Thomas and approved by Voice vote, all voting Aye, Item C was approved:

- C. Approved a one-time stipend in the amount of \$1,500 to Debra Laysler, Assistant Food Service Director, for additional responsibilities this year during the transition in the Food Services Department.**  
*Background: Mrs. Laysler assumed additional responsibilities due to not having a Food Service Director in the District.*

On a motion by Ms. Stettler, seconded by Mr. Ferrari and approved by Voice vote, all voting Aye, Item D was approved:

- D. Approved two (2) summer weight room monitor positions with a stipend of \$750 each.**  
*Background: The weight room will be monitored during the summer to supervise student athletes. The weight room will be open Monday–Thursday, two hours in the AM and two hours in the PM.*

On a motion by Ms. Stettler, seconded by Mrs. Weaver and approved by Voice vote, all voting Aye, Item E was approved:

- E. Approved the employment of the following individuals on a "Letter of Temporary Employment" as Technology Support Interns, with a start date on or about May 14, 2018 and ending August 24, 2018 (pending receipt of all required documentation, clearances and disclosures), at the rate of \$10/hour, 20-30 hours per week, with no applicable benefits:**

*Background: This is a partnership with Penn State Berks to assist the higher education program with fulfillment of coursework for completion of degree program.*

1. **Christopher Geissler**
2. **Mihir Kapadia**

**Curriculum Committee – Dr. Barbara Smith, Chair**

On a motion by Dr. Smith, seconded by Mrs. Thomas and approved by Voice vote, eight (8) voting Aye and one (1) NO vote by Mr. Ondrusek, Item A was approved:

**A. Approved new textbooks for the 2018-2019 school year as listed:**

**Mathematics Grade Levels: 6-8**  
**Publisher: Houghton Mifflin Harcourt**  
**Textbook Title: *Go Math!***  
**Author: Edward Burger, et al.**  
**Copyright: 2018**

**English Language Arts Grade Levels: K-2**  
**Publisher: Houghton Mifflin Harcourt**  
**Textbook Title: *Journeys***  
**Author: Shervaughna Anderson, et al.**  
**Copyright: 2017**

**Finance Committee – Mrs. Tracy Gray Hayes, Chair**

On a motion by Mrs. Gray Hayes, seconded by Mrs. Weaver and approved by Voice vote, eight voting Aye and one (1) NO vote by Mr. Ferrari, Item A was approved:

- A. Approved the establishment of ELCO E-Sports Club for the 2018-2019 school year.**  
*Background: Information of the club's officers, roster, and By-laws are on file.*

On a motion by Mrs. Gray Hayes, seconded by Mr. Ferrari and approved by Roll Call vote, eight voting Aye and one (1) NO vote by Mr. Ondrusek, Item B was approved:

Roll Call Vote:

Mrs. Gray Hayes – Aye  
 Mr. Ferrari – Aye  
 Mrs. Weaver Aye

Mrs. Thomas – Aye  
 Mr. Ondrusek – No  
 Ms. Stettler – Aye

Mrs. Souders – Aye  
 Dr. Smith – Aye  
 Mr. Kahl – Aye

- B. Approved the Proposed Final 2018-2019 ELCO School District General Fund Budget (Roll Call Vote – Board Attachment).**

**Items for discussion for approval May 21, 2018:**

**Personnel Committee – Ms. Erin Stettler, Chair**

*The Board reviewed and discussed the following items:*

- A. Recommend for approval James Thomas as a mentor for Janice Koontz (High School Chemistry teacher) from April 23, 2018 through April 22, 2019.  
*Background: Mrs. Koontz will be participating in the Induction Program throughout her first year in the District and Mr. Thomas will serve as her mentor during this time.*
- B. Recommend for approval a trip/travel request from Lucas Sandoe and the ELCO FFA to travel to Penn State University, State College, PA, June 12-14, 2018, to compete in the CDE (Career Development Events) competition.  
*Background: This is a State competition for FFA with costs covered by the FFA Student Activities Fund.*
- C. Recommend for approval a trip/travel request from Amy Weddle, FBLA Advisor, and three students, to travel and compete in the FBLA National Competition in Baltimore, MD, June 27 - July 1, 2018.  
*Background: This is a National competition for FBLA with costs covered by budgeted funds for the advisor; students costs are funded by the student.*

Policy Committee – Mrs. Jadell Souders, Chair

The Board reviewed and discussed the following items:

- A. Recommend for approval revisions to and/or new Board Policies 2<sup>nd</sup> Reading (Board Attachment):
1. Policy #301 – Creating a Position (revisions)
  2. Policy #302 – Employment of Superintendent/Assistant Superintendent (revisions)
  3. Policy #304 – Employment of District Staff (revisions)
  4. Policy #305 – Employment of Substitutes (revisions)
  5. Policy #306 – Employment of Summer School Staff (revisions)
  6. Policy #307 – Student Professionals (revisions)
  7. Policy #308 – Employment Contract/Board Resolution (revisions)
  8. Policy #309 – Assignment and Transfer (revisions)
  9. Policy #312 – Performance Assessment of Superintendent/Assistant Superintendent (new)
  10. Policy #313 – Evaluation of Employees (revisions)
  11. Policy #314 – Physical Examination (revisions)
  12. Policy #315 – Disqualification by Reason of Health (delete)
  13. Policy #316 – Non-tenured Employees (delete)
  14. Policy #317.1 – Educator Misconduct (revisions)
  15. Policy #318 – Penalties for Tardiness (revisions)
  16. Policy #319 – Outside Activities (revisions)
  17. Policy #320 – Freedom of Speech in Non-school Settings (revisions)
  18. Policy #322 – Gifts (revisions)
  19. Policy #323 – Tobacco (revisions)
- B. Recommend for approval revisions to and/or new Board Policies 1<sup>st</sup> Reading (Board Attachment):
1. Policy #326 – Complaint Policy (revisions)
  2. Policy #327 – Management Team (delete)
  3. Policy #328 – Compensation Plan and Evaluation (revisions)
  4. Policy #331 – Job Related Expenses (revisions)

Curriculum Committee – Dr. Barbara Smith, Chair

The Board reviewed and discussed the following item:

- A. Recommend for approval the listing of the 2018 graduating seniors, pending successful completion of all requirements. (Board Attachment)

General Services Committee – Mr. Jack Kahl, Chair

The Board reviewed and discussed the following item:

- A. Recommend for approval the 2018-2019 breakfast and lunch prices as listed:

Elementary (K-5):	\$1.65 for breakfast; \$2.60 for lunch (increase of \$.05 from 17-18)
Secondary (6-12):	\$1.85 for breakfast; \$2.70 for lunch (increase of \$.05 from 17-18)
Adult:	\$3.50
Extra Milk:	\$0.50

Finance Committee – Mrs. Tracy Gray Hayes, Chair

The Board reviewed and discussed the following items, noting Item B will be placed under Non-Consent on the agenda of May 21, 2018:

- A. Recommend for approval the renewal of general property liability insurance and worker's compensation insurance packages in the total amount of \$217,698. (Board Attachment)  
*Background: This includes an increase in excess liability (umbrella) from \$10,000,000 to \$15,000,000. It is a 2% increase in premium over prior year.*
- B. Recommend for approval the 2018-2019 Lebanon County CTC Budget (Roll Call Vote – Board Attachment).

Superintendent's Report

Mrs. Vicente reported on the following events and activities:

- Attending Superintendent's Academy

- Focusing on student needs and instruction; career readiness; CTC; trends of meeting student needs
- Building highlights:
  - HS Career Readiness held during Advisory
  - HS Decision Day was held May 1 – pictures will be placed on the website
  - MS – Envirothon held at Middle Creek
  - MS – Annual trip to Philadelphia
  - IS – Musical, “Aladdin Kids” – phenomenal production with a significant increase in attendance
  - IS – ACES activity
  - FZ/JK – coming events include: 2<sup>nd</sup> grade animal presentations; field day; 2<sup>nd</sup> grade visitation to the IS

#### Upcoming dates

- May 8, 2018 – Middle School Spring Concert, 7:00 PM – HS Auditorium
- May 9, 2018 – Veterans History Project, 5:00 PM – HS Library
- May 10, 2018 – Intermediate School Spring Concert, 7:00 PM -HS Auditorium
- May 11, 2018 – ½ day for students; Teacher In-service
- May 15, 2018 – Veterans History Project, 4:45 PM – HS Library
- May 22, 2018 – Celebrate the Arts @ the ELCO High School, 5:00 PM
- May 23, 2018 – High School Awards Program, 7:00 PM
- May 24, 2018 – High School CTC Certificate & Awards Program, 7:00 PM
- June 5, 2018 – High School Baccalaureate, HS Auditorium – 7:00 PM
- June 7, 2018 – High School Commencement @ New Beginnings Auditorium, 6:30 PM
- June 8, 2018 – Snow Make-up Day from 2/7/18
- June 11, 2018 – Snow Make-up Day from 3/7/18
  - Last day for Kindergarten
- June 12, 2018 – Snow Make-up Day from 3/21/18; last student day grade 1 – 11 (Early dismissal, modified schedule)
- June 12, 2018 – End-of-Year Recognition Lunch & Program, HS Café/Auditorium, 12:30 PM
- June 13, 2018 – Records & Reports Day; last teacher day

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

- No Comments were made.

#### Board Announcements/Comments

- Ms. Stettler – shared comments from a parent on positive interaction and outcome with principal; the IS musical – pleased the 5<sup>th</sup> grade musical has continued throughout the years since the closing of Schaefferstown Elementary where it was established.
- Mrs. Souders – noted Ms. Carol Ulrich, former principal of Schaefferstown Elementary School, was remembered for her role in the establishment of the 5<sup>th</sup> grade musical.
- Mrs. Weaver – the IS musical was wonderful; inquired whether the Middle School would ever consider instituting a theater production.
  - Mr. Gerhart responded – this was tried several years ago with no student interest; drama club is offered at this level for students with theater interest.
- Mrs. Gray Hayes – was pleased with the student recognition and presentations that took place at the High School on Decision Day.

#### Old Business

- Mrs. Souders – expressed concern with the upcoming Middle School concert and the issue of ‘standing room only’ for parents. The district needs to look at possible solutions to resolve the issue in the future.

#### New Business

- No New Business was discussed.

#### Adjournment

On a motion by Mr. Ondrusek, seconded by Mrs. Souders and approved by a Voice vote, all voting Aye, President Kahl adjourned the meeting at 7:26 p.m.

Respectfully submitted,

Gloria J. Hill  
Board Secretary