The Committee-of-the-Whole Board of Education Meeting was called to order by President, Jack Kahl at 5:58 p.m.

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

President Kahl noted Mr. Ondrusek was audio recording the meeting, and inquired if anyone in attendance was recording the meeting. No one other than Mr. Ondrusek recorded the meeting.

Board President Communications
• The Board met in an Executive Session at 5:00 pm, to discuss confidential legal matters.
• The District had a great opening day for faculty and staff, with an incredible speaker, who motivated everyone in attendance.

Kick-Off Presentation to the 2018-2019 School Year – Mrs. Julia Vicente
Mrs. Vicente shared the presentation that was given opening day to all faculty and staff. Information included the focus and accomplishments of the 2017-2018 school year, as well as the theme (#ELCOTOGETHER), focus, goals, and a few surprises for 2018-2019.

Public Comments – Items On the Agenda
• No comments were made.

Board Committee & Rep Reports
• Personnel Committee – Ms. Stettler, Dr. Smith
  o No report.
• Curriculum Committee – Dr. Smith
  o The Committee will meet on September 20, 2018 in the HS LGI at 6:00 pm.
• Policy Committee – Mrs. Souders
  o The Committee will continue to review and update policies. The next meeting will be held on September 11, 2018 at 5:00 pm in the HS LGI.
• Technology Committee – Mr. Ondrusek
  o No report.
• General Services Committee – Mr. Kahl
  o The next meeting will take place on September 12, 2018 @ 6:00 pm, with RFP interviews.
• Finance Committee – Mrs. Gray Hayes, Mr. Ferrari
  o No report.
• IU13 Report – Mr. Ondrusek
  o The IU Board met on August 15, 2018 for their Regular Business meeting; and a Board Retreat was held on August 29. The Director shared the strategic vision of the IU13.
• PSBA Report – Mr. Ferrari
  o Mr. Ferrari reminded board members of the upcoming PSBA School Leadership Conference being held in October.
• CTC Report – Mrs. Weaver
  o Mrs. Weaver reported the last meeting of the board was held on August 21. Handouts were distributed and she noted the number of ELCO students highlighted.
  o The CTC has revamped their website.
• HACC Report – Mrs. Gray Hayes, Mrs. Souders
  o No report.
• Lebanon County Tax Collection Report – Mr. Ferrari
Mr. Ferrari distributed handouts to all board members with information on HR 291 for review and future consideration. School Boards are encouraged to review and adopt resolution.

ACTION ITEMS

Personnel Committee – Dr. Barbara Smith, Acting Chair

On a motion by Dr. Smith, seconded by Mrs. Thomas and approved by Voice vote, all voting Aye, Personnel Items A-J were approved:

A. Approved a “Letter of Resignation” from Hillary Rights, elementary Learning Support teacher, effective September 10, 2018.

B. Approved job descriptions, new and/or revised, as listed. (Board Attachment)
   1. Behavior Specialist (new)
   2. Administrative Assistant to the Technology Department (revised)

C. Approved an hourly rate adjustment to Kimberly Hackman, Administrative Assistant to the Technology Department, retroactive to July 1, 2018. (Board Attachment)
   Background: Salary adjustment per increase in job responsibilities and revised job description.

D. Approved the termination of Darryl Harris, part-time 2nd shift custodian approved August 20, 2018, for failure to return all required employment documentation, clearances and disclosures.

E. Approved the following changes in employment status, effective September 5, 2018, as listed:
   Background: Changes in status due to termination.
   1. Jim Cramer, 2nd shift custodian - from part-time 4 hours per day to part-time 5 hours per day.
   2. Cody Sechrist, 2nd shift custodian – from part-time 4 hours per day, 189 days per year to part-time 4 hours per day, 12 months per year.

F. Approved the employment of Daisy Algier on a “Letter of Temporary Employment” as a Foreign Language long-term substitute teacher (pending receipt of all required documentation, clearances and disclosures) at a salary of Bachelor’s – Step 1 (prorated at $246.04/day), effective September 5, 2018 through January 19, 2019 or the end of the 1st semester of the 2018-2019 school year.
   Background: Position filled due to sabbatical.

G. Approved the employment of Heather Kahl on a “Letter of Temporary Employment” as a Family and Consumer Sciences short-term substitute teacher, at a daily rate of $125, with no applicable benefits.
   Background: Position filled due to leave.

H. Approved the employment of the following individuals as professional staff, pending receipt of all required documentation, clearances and disclosures, as listed:
   Background: Positions filled due to resignations.
   1. Ashley Titler, elementary Learning Support teacher – on a “Temporary Professional Contract” effective the 2018-2019 school year, at a salary of Bachelor’s – Step 1 ($46,900, prorated). Start date TBD.

I. Approved the following individuals as Mentors for the 2018-2019 school year, as listed:

| Michelle Altland  | For Anna Dice  |
| Erin Attivo       | For Tamera Showers |
| Addie Bird        | For Amy Zelinske  |
| Karen Blair       | For Bethany Snyder |
| Alysha Burkholder | For Aleesa Groff  |
| Craig DeVore      | For Jonathan Swift |
| Kristi Fields     | For Scott Easteal |
| Lisa Fulton       | For Aleda Risser  |
| Todd Gaffney      | For Matthew Bablarz |
| Erin Harris       | For Sara Stahl   |
| Deb Hlakty        | For Jamie Cascarino |
| Kylie Homan       | For Laura Shiflett |
| Robin Anne Kimmey | For Tiffany Yeiser |
| Robin Anne Kimmey | For Shanon Martin  |
| Sean Miller       | For Seanna McCabe |
| Madelyn Saunders  | For Nichole Hale  |
| Victoria Taylor   | For Brianne Dressel |
| James Thomas      | For Janice Koontz  |
J. Approved the employment of Dr. Bruce Sensenig as acting Middle School Assistant Principal, effective September 5, 2018, at a rate of $400 per day.

Policy Committee – Mrs. Jadell Souders, Chair

On a motion by Mrs. Souders, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, Item A was approved:

A. Approved the following new/revised policies, 2nd Reading, as listed: (Board Attachment)

1. Policy #325 – Dress & Grooming (revisions)
2. Policy #609 – Investment of District Funds (revisions)
3. Policy #610 – Purchases Subject to Bid/Quotation (revisions)
4. Policy #611 – Purchases Budgeted (revisions)
5. Policy #612 – Purchases Not Budgeted (revisions)
6. Policy #613 – Cooperative Purchasing (revisions)
7. Policy #614 – Payroll Authorization (revisions)
8. Policy #615 – Payroll Deductions (revisions)
9. Policy #616 – Payment of Bills (revisions)
10. Policy #617 – Petty Cash (revisions)
11. Policy #619 – District Audit (revisions)
12. Policy #620 – Fund Balance (revisions)
13. Policy #621 – Local Taxpayer Bill of Rights (revisions)
14. Policy #622 – GASB Statement 34 (new)
15. Policy #623 – Credit Cards – (deleted)
16. Policy #624 – Taxable Fringe Benefits (revisions)
17. Policy #625 – Credit Cards (new)
18. Policy #625 – Fund Balance (deleted)

Technology Committee – Mr. Ray Ondrusek, Chair

On a motion by Mr. Ondrusek, seconded by Mrs. Weaver and approved by Voice vote, all voting Aye, Items A-B were approved:

A. Approved the renewal of the consortium purchase of Schoology, Learning Management System (LMS), through the IU13 at a rate of $14,598 for the 2018-19 school year.

Background: This is the annual renewal of Schoology, which serves as the school district’s LMS where teachers and administration post classroom materials, resources, and announcements. The IU13 negotiates a discounted price for Lancaster-Lebanon School Districts. Included is support by the IU13 as well as periodic User Group meetings and training when requested.

B. Approved a one-year agreement with the IU13 for use of their Wireless Access Point Controller to manage wireless access points throughout the school district at a rate of $10,800.

Background: All wireless access points (Aps) need an appliance to manage settings and configuration. When researched, implementation typically costs anywhere from $30-50k to purchase. In addition, there is typically a yearly cost per access point for support. The IU13 worked with the district to provide a break-even price point for yearly access to use their equipment in order to manage our APs. This also aids the district since the district does not need to maintain the actual appliance, backup the appliance, or provide redundancy in the event of a disaster.

General Services Committee – Mr. Jack Kahl, Chair

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

A. Approved the renewal of a one-year contract with Trane for chiller service with a cost of $8,548. (Board Attachment)

Background: Annual renewal of contract, which runs October 2018 to October 2019.

Finance Committee – Mrs. Denise Thomas, Acting Chair

On a motion by Mrs. Thomas, seconded by Mr. Ferrari and approved by Voice vote, all voting Aye, Item A was approved:

A. Approved the list of employees authorized to use District issued credit cards. (Board Attachment)

Background: Approval is required for credit card usage per updated Policy 625.

Items for discussion for approval September 17, 2018:

Personnel Committee – Dr. Barbara Smith, Acting Chair

The Board reviewed and discussed the following items:
A. Recommend for approval the following trip requests, as listed:
   Background: Annual trip requests.

1. David Fair - Band Director, and qualifying HS band students, to travel and participate in the District Band Festival, January 24-26, 2019 at Chambersburg High School, Chambersburg, PA.
2. David Fair - Band Director and qualifying HS band students, to travel and participate in the Regional Band Festival, March 7-9, 2019 at Conrad Weiser High School, Womelsdorf, PA.
3. David Fair - Band Director, Melodie Fair – HS Choral Director and qualifying HS band students, to travel and participate in the District Jazz Festival, March 15-16, 2019 at Big Spring High School, Newville, PA.
4. David Fair - Band Director, Melodie Fair – HS Choral Director and qualifying HS band/choral students, to travel and participate in the All-State Festival Performing Groups, April 3-6, 2019 in Pittsburgh, PA.

B. Recommend for approval Wyatt Hall as advisor for the Middle School TSA (Tech Student Assoc.) for 2018-2019.

C. Recommend for employment Kevin Yeiser as seasonal grounds crew, at an hourly rate of $8.15, (pending receipt of all required documentation, clearances and disclosures).

D. Recommend for approval adding the following individuals to the ELCO sub listing (pending receipt of all required documentation, clearances and disclosures), as listed:

   1. Pamela Harmuth – para sub
   2. Jennifer Brown – IU sub, all areas
   3. Pamela Leabe – IU sub, all areas
   4. Barbara Gerber – IU sub, all areas
   5. Susan Gable – IU sub, all areas

Superintendent’s Report

Mrs. Vicente reported on the following events and activities:
- Homecoming week – many activities and events are planned
- Meet the Teacher Nights
- PSBA Conference – board members should contact Gloria Hill to register

Upcoming dates
- September 17-21, 2018 – Homecoming Week
- October 17-19, 2018 – PASA-PSBA School Leadership Conference in Hershey, PA

Public Comments – Items On/Off the Agenda

- No comments were made.

Board Announcements/Comments

- Mr. Ferrari – reminded the board members to review the slate of officers for election to PSBA. The ELCO School Board will discuss and vote at the meeting on September 17, 2018.

Old Business

- Mrs. Souders – inquired about CTC student who attended a conference in Texas and the possibility of receiving a report.
  - Administration will reach out to the student, who has graduated.

New Business

- No New Business was discussed.

Adjournment

On a motion by Mrs. Thomas, seconded by Mrs. Souders and approved by a Voice vote, all voting Aye, President Kahl adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Gloria J. Hill
Board Secretary