

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

Regular Board of Education Meeting  
ELCO High School Library

August 11, 2014

The Regular Board of Education Meeting was called to order by President Moll at 6:00 p.m.

The Eastern Lebanon County School Board met in a Regular Session in the ELCO High School Library with President, Leon Moll presiding and leading the Opening Exercises.

Roll Call

The Secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders and Mrs. Walck; and Messrs. Bernard, Houtz, Gardener, Kahl, Mark and Moll. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Dr. Stauffer, Ms. Haas, Mr. Gerhart, Mr. Rada, Mr. Cascarino, Mrs. Shoemaker, Mr. Sweger, Mrs. Kassay, Mr. Rohrbaugh, Mr. Boltz, Mr. Dresch; Gloria Hill - Board Secretary; a reporter from the Lebanon Daily News; Laura LeBeau from WLBR; five community members; one faculty member; and four individuals recommended for employment.

Board President Communications

1. The Board met in an Executive Session at 5:30 p.m. today, to discuss personnel matters.

Public Comments – Items On the Agenda

1. Marie Hibshman – Renewal/extension of the Superintendent’s contract

Board Members addressed questions and concerns expressed during Public Comments - Items On the Agenda.

On a motion by Mr. Gardener, seconded by Mr. Bernard and approved by voice vote, all voting Aye, the Minutes of 07-14-14 were approved.

On a motion by Mrs. Boyer, seconded by Mr. 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 07-31-14.

Personnel Committee – Mr. Edward Gardener, Chair

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by voice vote, 8 Ayes, and 1 NO vote by Mrs. Souders, Item A was approved:

- A. Approved a new job description for Jackson/Fort Zeller Library Assistant (Board Attachment).

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

- B. Accepted a “Letter of Resignation” from the following individuals:

1. Christine Hickernell – Cafeteria worker, effective August 5, 2014
2. Amanda Miller – full-time IS Special Ed/Learning Support teacher, effective August 19, 2014
3. Karen Keppley – Custodian, effective August 20, 2014

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

- C. Approved a “Letter of Retirement” from Ray Trone, High School head custodian, effective November 30, 2014.

President Moll noted the District’s appreciation of Mr. Trone and stated he will be missed.

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

D. Approved changes/transfers in employment status to the following individuals:

1. Erika Showers – *from* District-wide Library Secretary *to* Jackson/Fort Zeller Elementary Library Assistant, effective the 2014-2015 school year at an hourly rate of \$13.75 (7.5 hours/day).
2. Tara Lutz - *from* MS Special Ed/Learning Support teacher *to* IS Reading teacher, effective the 2014-2015 school term.
3. Allison Fies – *from* a .6 position IS Special Ed/Learning Support teacher *to* full-time IS Special Ed/Learning Support teacher effective the 2014-2015 school term.
4. Kristi Kilheffer – *from* substitute aide *to* part-time Personal Care Aide (subject to assignment) at an hourly rate of \$9.78 (3.25 hours/day).
5. Beth Helsel – *from* substitute aide *to* full-time Para-Professional (subject to assignment) at an hourly rate of \$8.71 (7.5 hours/day).

On a motion by Mr. Gardener, seconded by Mr. Bernard and approved by voice vote, 8 Ayes and 1 Abstention by Mr. Moll, Item E was approved:

E. Approved employment of the following individuals (pending receipt of all required documentation):

1. Justine Bewley – as a Para-Professional (subject to assignment) at an hourly rate of \$9.35 (7.5 hours/day), effective the 2014-2015 school year.
2. \*Christopher Longstaff – as a full-time HS English teacher, on a “Professional Contract” at a salary of Bachelor’s +24 – Step 5 (\$49,037) effective the 2014-2015 school year. (Board Attachment)
3. \*Sheryl Smith – as a HS LTS (long-term substitute) English teacher, on a “Letter of Temporary Employment” at a salary of Bachelor’s – Step 1 (\$44,068) effective the 2014-2015 school year. (Board Attachment)
4. \*Kelsey Moll – as a full-time MS Special Ed/Learning Support teacher, on a “Temporary Professional Contract” at a salary of Bachelor’s – Step 1 (\$44,068) effective the 2014-2015 school year. (Board Attachment)
5. \*Trista Gardner – as a .6 IS Special Ed/Learning Support teacher, on a “Temporary Professional Contract” at a salary of Bachelor’s – Step 1 (pro-rated amount of \$26,440.80) effective the 2014-2015 school year. (Board Attachment)

\*Respective principal introduced and welcomed new staff in attendance.

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

F. Approved a “Two-Year Letter of Employment” to Allen Yingst, as high school Security Officer, effective August 25, 2014 through the end of the 2015-2016 school term, for 27.5 hours per week, with no benefits.

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

G. Approved MOU’s (Memo of Understanding) between the ELCO School District and the ELCO Education Association regarding stipends, and leave taken during the first five contracted days. (Board Attachment)

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

H. Approved Curriculum Coordinators for the 2014-2015 school year as listed:

<u>Department</u>	<u>Dept. Chair</u>
Art	Kim Sandoe
Business Education	Amy Weddle
Family Consumer Science	Joyce Wherley
Health, Physical Education	Heather Gery
Language Arts	Amanda Templeton
Mathematics	Michael Simmons
Music	David Fair
Reading	Patricia Hall
Science	Lynn Aponick

Social Studies  
 Special Education  
 Technology Education  
 World Language

Robert Miller  
 Beth Weidner  
 Kenneth Miller  
 Sara Velazquez

K-5 Team Leaders:

Kindergarten  
 1<sup>st</sup> Grade  
 2<sup>nd</sup> Grade  
 3<sup>rd</sup> Grade  
 4<sup>th</sup> Grade  
 5<sup>th</sup> Grade  
 Elem. Special Ed

Ruthanne Gray & Michelle Zurick  
 Angela Rodriguez & Ashley Hawbaker  
 Michelle Altland & Rebecca Kleinfelter  
 Erin Attivo  
 Kristi Fields  
 Laura Weaver  
 Jeremy Sweigart

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

I. Approved Mentors for the 2014-15 school year as listed:

New Teacher

Kylie Smith  
 Tiffany Doughty  
 Hillary Rights  
 Caitlyn Atzinger  
 Danielle Brandt  
 Andrew Risser  
 Lauren Eltringham  
 Sheryl Smith  
 Anne Roach  
 Kelsey Moll  
 Trista Gardner

Mentor

Elizabeth Weidner  
 Ashley Hawbaker  
 Sara Faust  
 Rebecca Kleinfelter  
 Sue Gingrich  
 Kristi Fields  
 Christopher Heft  
 Katie Kokan  
 Patricia Hall  
 Christina Ulrey  
 Ashley Keath

On a motion by Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item J was approved:

J. Approved the following individuals for extra-curricular positions for the 2014-2015 school year as listed:

Senior Class Advisor  
 Junior Class Advisor  
 Sophomore Class Advisor  
 Freshman Class Advisor  
 Odd 18/Show Choir  
 Jazz Band Director  
 Drama Director  
 Asst. Drama Director/Tickets  
 Envirothon Advisor  
 FBLA Advisor  
 FFA Advisor  
 Fitness Center Monitor  
 Graduation Project Coordinator  
 National Honor Society Advisor  
 Quiz Bowl Advisor (HS)  
 Quiz Bowl Advisor (MS)  
 Renaissance Coordinators  
 Science Fair Advisor  
 Student Council Advisor  
 TSA Advisor  
 Yearbook Advisor  
 Behind the Wheel Instructor  
 Odyssey of the Mind Advisor  
 Cafeteria Monitors

Alysha Burkholder  
 Ashley Huttenstine  
 Alexandra Sheakley  
 TBA  
 Melodie Fair  
 David Fair  
 Michael O'Neill  
 David Fair  
 Lynn Aponick  
 Amy Weddle  
 Rebecca Balsbaugh  
 Adam Zurick  
 Amanda Templeton  
 Martha Confalone  
 Paul Dissinger  
 TBA  
 J. Thomas Eberly & Tina Kunder  
 Todd Dresch  
 David Fair  
 Kenneth Miller  
 Jonathan Bickel  
 Michael Lucky  
 TBA  
 TBA

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

K. Approved additional days above the 189 contracted days per the CBA, effective for the 2014-2015 school year, for the following personnel as listed:

- Two additional days (191 total):
  - John Carley (HS Tech Ed)
  - Ken Miller (HS Tech Ed)
- Five additional days (194 total):
  - Wendy Kerst (MS Librarian)
  - Karen Mohn (IS Librarian)
  - Amanda Templeton (HS Librarian)
  - Michael Muhr (Elem. Guidance Counselor)
- Six additional days (195 total):
  - Rebecca Balsbaugh (Vo-Ag Program Director)
- Ten additional days (199 total):
  - J. Thomas Eberly (HS Guidance Counselor)
  - Lisa Fulton (MS Guidance Counselor)
  - Alexandra Sheakley (HS Guidance Counselor)
  - Kylie Smith (Psychologist)
  - Elizabeth Weidner (Psychologist)
- Fifteen additional days (204 total):
  - John Mentzer (HS Guidance Counselor/Virtual Academy)

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

L. Approved the following individuals as coaches for the 2014 fall sports season (pending receipt of all required documentation):

1. Lyn Schaeffer - Coach, JHJV Boys Soccer
2. Michael Lightner - Volunteer Coach, Girls Volleyball
3. Beth Helsel - Volunteer Coach, JH Cheerleading

On a motion by Mr. Gardener, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item M was approved:

M. Approved the following leave requests:

1. Sherri Newman, Speech teacher - 1 day of Personal Leave, August 20, 2014.
2. James Lantz, custodian - 12 weeks beginning August 20, 2014 to November 12, 2014.
3. Meghan Boyer, IS teacher - 2 days of "Leave Without Pay", October 9 & 10, 2014

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

N. Approved adding the following individuals to the ELCO sub listing (pending receipt of all required documentation):

1. Brian Klinger - Music
2. Anastasia Heim - Elem. K-6, Early Childhood N-3, and Special Ed. N-12
3. Nina Gates - Elem. K-6
4. Lisa Betz - Elem. K-6
5. Jordan Bleyer - Social Studies 7-12
6. Caitlin Gifford - Grades PK-4
7. Angela Miller - Elem. K-6
8. Erin Coombe - Elem. K-6, Special Ed PK-8, Mid-Level Math 7-9, and Mid-Level Citizenship 7-9
9. Melissa Giordano - IU sub, all areas

On a motion by Mr. Gardener, seconded by Mr. Bernard and approved by voice vote, 7 Ayes and 2 NO votes by Mrs. Souders and Mr. Kahl, Item O was approved:

O. Approved the retention of Dr. David Zuilkoski as Superintendent of the Eastern Lebanon County School District for an additional term of five years, beginning on July 1, 2015 and ending on June 30, 2020.

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by voice vote, 7 Ayes and 2 NO votes by Mrs. Souders and Mr. Kahl, Item P was approved:

- P. Approved an amendment to the employment agreement between the Eastern Lebanon County School District and Dr. David Zuilkoski for the 2014-2015 school year. (Board Attachment)

Mr. Gardener made a motion to amend original motion on the agenda, seconded by Mr. Bernard, approved by voice vote, all voting Aye, motion was amended to read:

*Move to approve an employment agreement between the Eastern Lebanon County School District and Dr. David Zuilkoski for his renewed term of five years as the Superintendent of the Eastern Lebanon County School District. (Roll Call Vote) (Board Attachment)*

On a motion by Mr. Gardener, seconded by Mr. Bernard and approved by Roll Call vote, 7 Ayes and 2 NO votes by Mrs. Souders and Mr. Kahl, Item Q was approved:

- Q. Approved an employment agreement between the Eastern Lebanon County School District and Dr. David Zuilkoski for his renewed term of five years as the Superintendent of the Eastern Lebanon County School District. (Board Attachment)

Curriculum Committee – Mrs. Jadell Souders, Chair

On a motion by Mrs. Souders, seconded by Mr. Bernard and approved by voice vote, 8 Ayes and 1 NO vote by Mrs. Souders, Item A was approved:

- A. Approved the 2014-2015 student standardized testing schedule. (Board Attachment)

On a motion by Mrs. Souders, seconded by Mr. Kahl and approved by voice vote, all voting Aye, Item B was approved:

- B. Approved the 2014-2015 Federal Programs (Title I, II, & VI).

On a motion by Mrs. Souders, seconded by Mr. Bernard and approved by voice vote, all voting Aye, Item C was approved:

- C. Approved Jamie Cascarino, Chris Rada, Michael Gerhart, Christine Kassay, Jennifer Haas and Richard Sweger, Jr., to serve as Attendance Officers of the ELCO School District for the 2014-2015 school year.

On a motion by Mrs. Souders, seconded by Mr. Kahl and approved by voice vote, all voting Aye, Item D was approved:

- D. Approved revisions to the 2014-2015 Athletic Department Handbook. (Board Attachment)

General Services Committee – Mr. Scott Houtz, Chair

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

- A. Approved authorizing the Business Manager to solicit bids for supplies and equipment for the 2015-2016 school year, and to purchase from state contract or cooperative purchasing programs when it is advantageous to the district to do so.

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

- B. Approved the contract renewal with Daikin Applied for the period of September 1, 2014 through August 31, 2015 at a cost of \$13,560.

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

- C. Approved the contract renewal with NRG Controls, Inc., of Harrisburg, PA, for maintenance of the building control systems for the period of August 1, 2014 through July 31, 2015 at a cost of \$46,180, with an automatic renewal unless written notice is given 30 days prior to the anniversary date of the agreement.

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

- D. Approved a contract for the Transportation of School Pupils with Ephrata Mennonite School for the 2014-2015 school year, at the sum of \$36,183.60, effective August 21, 2014 to June 3, 2015. (Board Attachment)

On a motion by Mr. Houtz, seconded by Mr. Mark and approved by voice vote, all voting Aye, Item E was approved:

- E. Approved bus stops for the 2014-2015 school year, noting they are subject to change. (Listing available upon request.)

On a motion by Mr. Houtz, seconded by Mrs. Boyer and approved by voice vote, all voting Aye, Item F was approved:

F. Approved Facilities Use Requests as listed:

1. Chad Miller, high school wrestling coach, to hold the "Forever Friends Memorial Run" on Sunday, September 21, 2014 in the HS Stadium from 1:00 to 4:00 p.m.
2. Tricia Smith, district resident, to hold a kids biking fundraiser for the Curing Retinal Blindness Foundation, on Sunday, September 28, 2014 at the ELCO Middle School from 1:00 to 4:30 p.m.

Finance Committee – Mrs. Carrie Boyer, Chair

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

- A. Approved payment of bills as found listed and attached to the August 11, 2014 Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$1,799,217.09
Construction Fund payments in the amount of	\$80,201.70
Cafeteria Fund payments in the amount of	\$8,146.59
Debt Service	\$7,617.37
Capital Reserve Fund	\$81,536.24

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

- B. Approved the exoneration of real estate taxes for Myerstown Elementary School.

On a motion by Mrs. Boyer, seconded by Mr. Kahl and approved by voice vote, all voting Aye, Item C was approved:

- C. Approved acknowledging receipt of Plancon Part K approval from PDE.

On a motion by Mrs. Boyer, seconded by Mr. Mark and approved by voice vote, all voting Aye, Item D was approved:

- D. Approved a new Middle School student activity account for 8<sup>th</sup> Grade Exploratory Arts.

Superintendent's Report

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

- A. Approved adding the following District Board Policy, 2<sup>nd</sup> Reading (Public Attachment):

915 (new) – Community, PTO & Booster Organizations

Dr. Zuilkoski informed the Board of the following dates, making a special invitation to all Board members to attend the opening day activities for all faculty and staff on August 20.

Upcoming dates/information:

August 20, 2014 – First day for all faculty/staff  
August 25, 2014 – First day for students

Dr. Zuilkoski gave an update on Schaefferstown Elementary School and finalizing of the sale.

A special “kudos” was given to Ms. Haas and the High School counseling staff on their efforts to accommodate changes to course selections prior to the start of school.

Public Comments – Items On/Off the Agenda

No comments were made.

Old Business

No Old Business was reported.

New Business

No New Business was reported.

Adjournment

On a motion by Mr. Gardener, seconded by Mr. Bernard and approved by a voice vote, all voting Aye, President Moll adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Gloria J. Hill  
Board Secretary