

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

Re-Organization & Regular
Board of Education Meeting
ELCO High School Library

December 4, 2017

The Re-Organizational Board of Education Meeting was called to order by President Carrie Boyer at 6:00 p.m.

The Eastern Lebanon County School Board met in a Re-Organizational Board of Education Meeting in the ELCO High School Library with President Boyer presiding and leading the Opening Exercises.

Roll Call

The Secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders, Dr. Smith; 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. Seldomridge, Mr. Boltz, Mr. Dresch, and Mrs. Kunkelman; Mr. William Zee, Solicitor; Gloria Hill - Board Secretary; and community residents and faculty members.

Students of the Month – presented by Mr. Jack Kahl

Intermediate School – Michael Books & Gabrielle Smith (*Mrs. Hibshman's 5th grade class)
Middle School – Jordan Hershey & Campbell Boltz
High School – Jacob Heckert & Vivian Lattanze

Student Council Report

Rashawn Bass reported on Student Council activities: Holiday Fun Days, and the upcoming RaiderThon pep rally.

Students were recognized and congratulated by their respective principal for their accomplishments and were presented with a plaque by Mr. Kahl. Carrie Boyer thanked the parents and teachers in attendance for their support, noting how proud we are of all our students.

*In attendance.

RE-ORGANIZATION OF BOARD

Appointment of Temporary President

Mrs. Boyer opened the floor for nominations for Temporary President. Mr. Ondrusek was nominated as Temporary President by Mr. Kahl. Mrs. Boyer asked for a motion to close the nominations. Mr. Ferrari made the motion to close nominations, seconded by Mr. Kahl and approved by Voice vote, all voting Aye. Therefore, with no other nominations Mr. Ondrusek was appointed as Temporary President by unanimous consent or acclamation.

Mrs. Boyer turned the meeting and gavel over to the Temporary President, Mr. Ondrusek.

Reading of Certificate of Election

Board Secretary, Gloria Hill, read the Certificate of Election for re-elected and newly elected Board members – Thomas Ferrari, Barbara Smith, Tracy Gray-Hayes, Erin Stettler, Denise Thomas, and Amber Weaver.

Oath of Office

The Oath of Office for re-elected and newly elected Board members (Thomas Ferrari, Barbara Smith, Tracy Gray-Hayes, Erin Stettler, Denise Thomas, and Amber Weaver) was conducted by Gloria Hill, Notary Public.

Election of Officers

Mr. Ondrusek opened the floor for nominations for the office of Board President. Dr. Smith nominated Mr. Kahl for the office of Board President. Mr. Ferrari made a motion to close the nominations, seconded by Mrs. Thomas and approved by Voice vote, all voting Aye. Therefore, with no other nominations Mr. Kahl was elected Board President by unanimous consent or acclamation.

Newly elected President Kahl assumed the chair.

Mr. Kahl opened the floor for nominations for the office of Board Vice President. Ms. Stettler nominated Mr. Ondrusek for the office of Vice President, and Mrs. Souders nominated Dr. Smith for the office of Vice President. Mrs. Gray-Hayes moved to close the nominations, seconded by Mrs. Thomas and approved by Voice vote, all voting Aye, nominations were closed.

A Roll Call vote was held for the 1st nominee, Mr. Ray Ondrusek, as follows:

Mr. Ferrari –for Barb Smith	Mrs. Gray-Hayes – for Barb Smith	Mr. Ondrusek – for Ray Ondrusek
Ms. Stettler – for Ray Ondrusek	Dr. Smith – for Barb Smith	Mrs. Thomas – for Barb Smith
Mrs. Weaver – for Ray Ondrusek	Mrs. Souders – for Barb Smith	Mr. Kahl – for Barb Smith

A Roll Call vote was held for the 2nd nominee, Dr. Barbara Smith as follow:

Mrs. Souders – for Barb Smith	Mr. Ferrari – for Barb Smith	Mrs. Weaver – for Ray Ondrusek
Mr. Ondrusek – for Ray Ondrusek	Mrs. Gray-Hayes – for Barb Smith	Dr. Smith – for Barb Smith
Ms. Stettler – for Ray Ondrusek	Mrs. Thomas – for Barb Smith	Mr. Kahl – for Barb Smith

With both Roll Call votes taken, Dr. Barbara Smith was elected as Board Vice President.

Newly elected Vice President Smith assumed the chair.

Election of Treasurer

President Kahl opened the floor for nominations for the office of Treasurer. Mrs. Weaver nominated Erin Stettler, and Mrs. Gray-Hayes nominated Tom Ferrari for the Office of Treasurer. Mrs. Thomas made a motion to close the nominations, seconded by Mrs. Weaver and approved by Voice vote all voting Aye, Item A was approved:

A Roll Call vote was held for the 1st nominee, Ms. Erin Stettler as follows:

Mr. Ondrusek – for Erin Stettler	Mrs. Thomas – for Erin Stettler	Mrs. Souders – for Tom Ferrari
Mrs. Gray-Hayes – for Tom Ferrari	Ms. Stettler – for Erin Stettler	Mr. Ferrari – for Tom Ferrari
Mrs. Weaver – for Erin Stettler	Dr. Smith – for Tom Ferrari	Mr. Kahl – for Tom Ferrari

A Roll Call vote was held for the 2nd nominee, Mr. Tom Ferrari as follow:

Dr. Smith – for Tom Ferrari	Mrs. Weaver – for Erin Stettler	Mr. Ferrari – for Tom Ferrari
Ms. Stettler – for Erin Stettler	Mrs. Gray-Hayes – for Tom Ferrari	Mrs. Souders – for Tom Ferrari
Mrs. Thomas – for Erin Stettler	Mr. Ondrusek – for Erin Stettler	Mr. Kahl – for Tom Ferrari

With both Roll Call votes taken, Mr. Thomas Ferrari was elected as Treasurer.

Organizational Matters

On a motion by Mr. Kahl, seconded by Mr. Ondrusek and approved by Voice vote, Item A was approved:

A. Established of rules of operation:

“That we, the Eastern Lebanon County School Board, adopt operational procedures and rules as outlined in the district policy manual and affirm that we will comply with Act 92 of 1998 (The Sunshine Act).”

On a motion by Mr. Kahl, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, Item B was approved:

- B. Adopted the following schedule of meeting dates for board meetings for the 2018 calendar year.

EASTERN LEBANON COUNTY SCHOOL DISTRICT
2018 CALENDAR OF BOARD MEETINGS

Committee-of-the-Whole &
General Purposes

January 8, 2018 (2nd Monday)
February 5, 2018
March 5, 2018
April 9, 2018 (2nd Monday)
May 7, 2018
June 4, 2018
NO COMMITTEE Mtg.
NO COMMITTEE Mtg.
September 4, 2018 (1st Tuesday)
October 1, 2018
November 5, 2018
NO COMMITTEE Mtg.

Regular Board of Ed. Meetings

December 4, 2017 (Re-Organization)

January 22, 2018 (4th Monday)
February 20, 2018 (3rd Tuesday)
March 19, 2018
April 23, 2018 (4th Monday)
May 21, 2018
June 18, 2018
NO MEETING SCHEDULED
August 20, 2018
September 17, 2018
October 15, 2018
November 19, 2018
December 3, 2018 Re-Organization

According to the adopted policies of the Board of School Directors, Committee-of-the-Whole Meetings and for general purposes are held on the **first** Monday of each month and Regular Board Meetings are held on the **third** Monday of each month. All meetings are held in the Eastern Lebanon County High School Library, 180 ELCO Drive, Myerstown, PA, beginning at 6:00 pm, subject to change by action of the Board of School Directors, in advance, with proper notice and legal advertising. Special Board Meetings may be scheduled as provided by the School Laws of Pennsylvania. *(Committee Meetings are to be scheduled by the Committee Chairperson and shall be announced prior to the Committee meeting. All Committee meeting times and locations shall be listed on the District website (www.elcosd.org)).*

Gloria J. Hill, Board Secretary

President Kahl made the following appointments:

C. Board Chairs and Committee Members:

- Personnel: Chair, Ms. Erin Stettler; Members – Mrs. Thomas, Mrs. Souders, Mrs. Weaver
- Curriculum: Chair, Dr. Barbara Smith; Members – Mrs. Gray-Hayes, Mrs. Weaver, Mrs. Souders
- Policy: Chair, Mrs. Jadell Souders; Members – Mr. Ondrusek, Dr. Smith, Mr. Ferrari
- General Services: Chair, Mr. Jack Kahl; Members – Mr. Ondrusek, Mrs. Gray-Hayes, Dr. Smith
- Finance: Chair, Mrs. Gray-Hayes; Members – Ms. Stettler, Mr. Ferrari, Mrs. Weaver
- Technology: Chair, Mr. Ondrusek; Members – Mr. Ferrari, Ms. Stettler, Mrs. Thomas

- D. Appointed Mrs. Tracy Gray-Hayes as representative to the Harrisburg Area Community College Advisory Council; and Mrs. Jadell Souders as Alternate (Lebanon Campus).
- E. Appointed Mrs. Amber Weaver as representative to the Lebanon County Career & Technology Center for a 3-year term (December 2017 to December 2020); and Mrs. Jadell Souders as Alternate.
- F. Appointed Mr. Thomas Ferrari as representative to the PA School Board Association; and Mrs. Denise Thomas as Alternate.
- G. Appointed Mr. Thomas Ferrari as representative to the Lebanon County Tax Collection Committee; and Mr. Ray Ondrusek as Alternate.

A motion to close the Reorganization Meeting was made by Mr. Ondrusek, seconded by Mrs. Thomas and approved by Voice vote, the Reorganization Meeting was adjourned at 6:40 p.m.

REGULAR BOARD OF EDUCATION MEETING

The Regular Board of Education Meeting was called to order by President Jack Kahl at 6:40 p.m.

Roll Call

The Secretary called the roll. The following members were present: Mrs. Gray-Hayes, Dr. Smith Mrs. Souders, Ms. Stettler, Mrs. Thomas, 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. Seldomridge, Mr. Boltz, Mr. Dresch, and Mrs. Kunkelman; Mr. William Zee, Solicitor; Gloria Hill - Board Secretary; and community residents and faculty members.

Mr. Kahl thanked the board members for the vote of confidence in electing him as President.

Public Comments for Items on the Agenda

- Jocelyn Stahl, Newmanstown – congratulated the newly formed board elected by the public.

On a motion by Mrs. Gray-Hayes, seconded by Dr. Smith and approved by Voice vote, all voting Aye, the Minutes of 11-20-17 were approved.

On a motion by Mr. Ferrari, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, the Treasurer's Report for the month ending 10-31-17 was approved.

ALL ITEMS ARE ACTION ITEMS

Personnel Committee – Ms. Stettler, Chair

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

- Approved a "Letter of Resignation" from Jonathan Krall, Head of Grounds, effective January 5, 2018.

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

- Approved a "Letter of Resignation" from Denise Weaver, HS Administrative Assistant, effective January 23, 2018.

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

- Approved a change in employment status of Melanie Kauffman *from* part-time Paraprofessional (3.75 hours per day) *to* full-time Personal Care Assistant (6.75 hours per day, w/applicable benefits), at an hourly rate of \$10.49, with a start date to be determined.

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

- Approved a position transfer of Joanne Houtz *from* elementary cafeteria manager (6 hours per day) *to* Personal Care Assistant (6.75 hours per day), at an hourly rate of \$13.94, with a start date to be determined.

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

- Approved the employment of Addie Bird, as the ELCO School District ESL teacher, on a "Professional Contract" at a salary of Master's – Step 5, \$54,984 (pro-rated for the 2017-2018 school year), pending

receipt of all required documentation, clearances and disclosures, with a start date to be determined. (Board Attachment)

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

F. Approved sabbaticals requested as listed:

1. Amy Keller, MS Language Arts teacher – full year sabbatical for the 2018-2019 school year
2. Allison Ebersole, 1st Grade teacher (Jackson Elementary) – full year sabbatical for the 2018-2019 school year
3. Sara Velazquez, HS World Language teacher – first semester of the 2018-2019 school year

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

G. Approved a trip/travel request from Chad Miller, Varsity Head Wrestling coach, and the high school wrestling team (approximately 18), to travel and participate in a wrestling tournament at Academy Park High School, Philadelphia, PA, December 26-27, 2017. (Costs to the District are for fuel for the use of school vans.)

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

H. Approved a trip/travel request from David Fair, Band Director, and four (4) ELCO qualifying band students to travel and participate in the District Band Festival, January 11-13, 2018 at Central Dauphin High School, Harrisburg, PA. (Costs to the District have been budgeted and include a substitute and fuel for the use of the school van.)

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

I. Approved a trip/travel request from Lucas Sandoe, ELCO FFA Advisor, and ELCO FFA Officers, to travel and hold a planning retreat January 12-13, 2018, in Pitman, PA. (The only cost to the District is for fuel for the use of the school van.)

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

J. Approved a trip/travel request from Lucas Sandoe, ELCO FFA Advisor, and nine (9) FFA students, to travel and participate at the PA FFA SLLC (State Legislative Leadership Conference), March 18-20, 2018, in Harrisburg, PA. (Costs to the District include a substitute and fuel for the use of the school van.)

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

K. Approved adding the following individuals to the ELCO sub listing (pending receipt of all required documentation/clearances/disclosures) as listed:

1. Denise Weaver – Clerical sub
2. Lusilbania Cabrera – IU sub, all areas
3. Susan Schulze – IU sub, all areas
4. Natalie Schaeffer – IU sub, all areas
5. William Warner – IU sub, all areas
6. Allyson Stammel – IU sub, all areas
7. Emily Olson – IU sub, all areas
8. James Nixdorf – IU sub, all areas

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 revised/new policies for 2nd Reading. (Public Attachment)

1. Policy #100 – Comprehensive Planning (revised)
2. Policy #101 – Mission Statement/Vision Statement/Values (revised)
3. Policy #102 – Academic Standards (revised)
4. Policy #103 – Nondiscrimination in School and Classroom Practices (revised)
5. Policy #103.1 – Nondiscrimination – Qualified Students with Disabilities (revised)
6. Policy #104 – Nondiscrimination in Employment and Contract Practices (revised)
7. Policy #105 – Curriculum (revised)
8. Policy #105.1 – Review of Instructional Materials by Parents/Guardians and Students (revised)
9. Policy #105.2 – Exemption from Instruction (revised)
10. Policy #106 – Guides for Planned Instruction (revised)
11. Policy #107 – Adoption of Planned Instruction ((revised)
12. Policy #108 – Adoption of Textbooks (revised)
13. Policy #109 – Resource Materials (revised)
14. Policy #109.1 – Resource Materials – Challenges/Reconsideration (deleted)
15. Policy #110 – Instructional Supplies (revised)
16. Policy #112 – Guidance Counseling (revised)
17. Policy #113 – Special Education (revised)
18. Policy #113.1 – Discipline of Students with Disabilities (revised)
19. Policy #113.2 – Behavior Support (new)
20. Policy #113.2 – Request for Independent Educational Evaluations (deleted and replaced by new policy)
21. Policy #113.3 – Screening and Evaluations for Students with Disabilities (revised)
22. Policy #113.4 – Confidentiality of Special Education Student Information (new)
23. Policy #114 – Gifted Education (revised)
24. Policy #115 – Career and Technical Education (revised)
25. Policy #116 – Tutoring (revised)
26. Policy #117 – Homebound Instruction (revised)
27. Policy #118 – Independent Study (revised)
28. Policy #119 – Current Events (revised)
29. Policy #123.1 – Concussion Management (new)
30. Policy #123.2 – Sudden Cardiac Arrest (new)
31. Policy #124 – Alternative Instruction (new – replacing current Policy #124 – Summer School)
32. Policy #125 – Adult Education (revised)
33. Policy #126 – Class Size (revised)
34. Policy #819 – Suicide Awareness, Prevention and Response (revised)

Finance Committee – Mrs. Tracy Gray-Hayes, Chair

On a motion by Mrs. Gray-Hayes, seconded by Mrs. Weaver and approved by Voice vote, all voting Aye, Item A was approved:

A. Approved payment of bills as found listed and attached to the December 4, 2017, Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$1,623,696.93
Cafeteria Fund payments in the amount of	\$113,534.71
Capital Reserve Fund payments in the amount of	\$0.00
Debt Service payments in the amount of	\$350,338.60

Superintendent's Report

- Mrs. Vicente welcomed and congratulated the new board members.
- Update given on the General Services Ad Hoc Committee – last meeting was held on November 29, 2017 with the report attached and posted to the District website.
- Music accolades:

- Four ELCO band students were selected for the District 7 Band Festival, which is the most students ever selected.
- Craft Fair – Mrs. Vicente attended the event sponsored by the Band Boosters, which was a wonderful day well organized and attended; student help was outstanding.
- HS Chorus sang the National Anthem at a recent Hershey Bears game.
- Furniture Bus – to be held at the High School. Students, faculty and staff will have the opportunity to view potential designs of areas for renovation and take survey. Results will be tabulated and reviewed.
- December 14 – video production crew will be at the High School to video the EMT program.

Upcoming dates:

Holiday Concerts:

Thursday, December 7 – MS Holiday Concert @ 7:00 p.m. – HS Auditorium

Tuesday, December 12 – IS Holiday Concert @ 7:00 p.m. – HS Auditorium

Sunday, December 17 – HS Holiday Concert @ 2:00 p.m. – HS Auditorium

Friday, December 8 – ½ day for students; PM Teacher In-service

Friday, December 22 – Teacher In-Service (Exchange Day) – NO STUDENTS

Monday, December 25 thru Tuesday, January 2, 2018 – Holiday Break – NO SCHOOL

Tuesday, January 2, 2018 – ALL Building Offices are OPEN

Public Comments

- Howard Kramer, Waldeck – excited about new board, new president of the board, and future direction of the District.

Board Announcements/Comments

- Mr. Ferrari – commented on the recent High School National Honor Society Induction, which was well done and well attended; complimented Mrs. Vicente on her attendance at public events.
- Dr. Smith – Kudos to a trio of young men from ELCO who sang at a public venue in the community.
- Mr. Kahl – thanked everyone for attending the many meetings held over the last several months, which have proven to be very beneficial.
- Mrs. Thomas – commented on the excellent performance by ELCO ROCS, who sang at the Myerstown tree lighting.

Old Business

No Old Business was reported.

New Business

- Ms. Stettler – requested the board consider several possibilities for future meetings.
- Mr. Ondrusek – supports the suggestions by Ms. Stettler.
- Mr. Ferrari – also supports suggestions made.

All matters will be reviewed.

Adjournment

On a motion by Mr. Ondrusek, seconded by Mrs. Thomas and approved by Voice vote, all voting Aye, President Kahl adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Gloria J. Hill
Board Secretary