

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

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

December 5, 2016

The Re-Organizational and Regular Board of Education Meeting was called to order by Vice President Houtz at 6:05 p.m.

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

Roll Call

The Secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders, Mrs. Stahl; and Messrs. Bernard, Gardener, Houtz, Kahl, Mark and Ondrusek. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Dr. Stauffer, Ms. Haas, ~~Mrs. Kassay~~, Mr. Gerhart, Mrs. Hower, Mr. Cascarino, ~~Mr. Sweger~~, Mrs. Shoemaker, Mr. Rohrbaugh, Mr. Boltz, Mr. Dresch, and Mrs. Kunkelman; ~~Mr. William Zee, Solicitor~~; Gloria Hill - Board Secretary; and community residents and faculty members.

Board President Communications

1. The Board met in an Executive Session following the adjournment of the Finance Committee Meeting December 5, 2016, to discuss confidential personnel matters.

Students of the Month – presented by Mrs. Jadell Souders

Intermediate School – Chloe Heft & Aiden Balderrama (*Mrs. Lindsey Hibshman's 5th grade class)
Middle School – Grace Ginder & James Antonucci
High School – Faustina Falk & Alex Puglio**

Student Council Report

David Deitz reported on Student Council activities: Holiday Fun Day, District VIII Student Council Conference to be held in February.

Students were recognized and congratulated by their respective principal for their accomplishments and were presented with a plaque by Mrs. Souders. Vice President Houtz thanked the parents and teachers in attendance for their support.

*In attendance.

**Student unable to attend and will be recognized at a future meeting.

RE-ORGANIZATION OF BOARD

Appointment of Temporary President

Mr. Houtz was nominated as Temporary President by Mr. Gardener. Mr. Bernard made a motion to close the nominations, seconded by Mr. Kahl and approved by Voice vote, all voting Aye. Therefore, with no other nominations Mr. Houtz was appointed as Temporary President by unanimous consent or acclamation.

Election of Officers

Mr. Gardener nominated Mrs. Boyer for the office of Board President, and Mrs. Stahl nominated Mr. Ondrusek for the office of Board President. Mr. Ondrusek moved to close the nominations, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, nominations were closed.

A Roll Call vote was held for the 1st nominee, Mrs. Boyer as follows (6 – Ayes, 3 – Nay):

Mr. Kahl – Aye	Mr. Mark – Aye	Mr. Ondrusek – Nay
Mr. Bernard – Aye	Mrs. Stahl – Nay	Mr. Gardener – Aye
Mrs. Souders – Nay	Mrs. Boyer – Aye	Mr. Houtz – Aye

A Roll Call vote was held for the 2nd nominee, Mr. Ondrusek as follows (3 – Ayes, 6 – Nay):

Mr. Kahl – Nay	Mr. Mark – Nay	Mr. Ondrusek – Aye
Mr. Bernard – Nay	Mrs. Stahl – Aye	Mr. Gardener – Nay
Mrs. Souders – Aye	Mrs. Boyer – Nay	Mr. Houtz – Nay

With both Roll Call votes taken, Mrs. Boyer was elected as Board President.

Mr. Ondrusek nominated Mrs. Stahl for the office of Vice President and Mr. Gardener nominated Mr. Houtz for the office of Vice President. Mr. Bernard moved to close the nominations seconded by Mr. Gardener and approved by Voice vote, all voting Aye, nominations were closed.

A Roll Call vote was held for the 1st nominee, Mrs. Stahl as follows (4 – Ayes, 5 – Nay)

Mrs. Stahl – Aye	Mrs. Souders – Aye	Mrs. Boyer – Nay
Mr. Bernard – Nay	Mr. Kahl – Aye	Mr. Ondrusek – Aye
Mr. Mark – Nay	Mr. Gardener – Nay	Mr. Houtz – Nay

A Roll Call vote was held for the 2nd nominee, Mr. Houtz as follows (6 – Ayes, 3 – Nay)

Mrs. Stahl – Nay	Mrs. Souders – Nay	Mrs. Boyer – Aye
Mr. Bernard – Aye	Mr. Kahl – Aye	Mr. Ondrusek – Nay
Mr. Mark – Aye	Mr. Gardener – Aye	Mr. Houtz – Aye

With both Roll Call votes taken, Mr. Houtz was elected as Board Vice President.

Newly elected President Boyer assumed the chair.

On a motion by Mr. Ondrusek, seconded by Mrs. Stahl and approved by Voice vote all voting Aye, 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. Ondrusek, seconded by Mr. Gardener 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 2017 calendar year.

EASTERN LEBANON COUNTY SCHOOL DISTRICT
2017 CALENDAR OF BOARD MEETINGS

Committee-of-the-Whole &
General Purposes

NO COMMITTEE Mtg.

February 6, 2017

March 6, 2017

April 3, 2017

May 1, 2017

June 5, 2017

NO COMMITTEE Mtg.

NO COMMITTEE Mtg.

September 5, 2017 (Tuesday)

October 2, 2017

November 6, 2017

NO COMMITTEE Mtg.

Regular Board of Ed. Meetings

December 5, 2016 (Re-Organization)

January 9, 2017

February 13, 2017

March 13, 2017

April 10, 2017

May 8, 2017

June 12, 2017

July 10, 2017

August 14, 2017

September 11, 2017

October 16, 2017 (3rd Monday)

November 13, 2017

December 4, 2017 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 second 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 at the Committee of the Whole or Board of Education Meeting prior to the Committee meeting. All Committee meeting times and locations shall be listed on the District website (www.elcosd.org).

President Boyer made the following appointments:

C. Board Chairs and Committee Members:

- Personnel: Edward Gardener, Chair; Members - Scott Houtz, Brandon Bernard, Bob Mark
- Curriculum: Jack Kahl, Chair; Members - Jadell Souders, Jocelyn Stahl, Ray Ondrusek
- General Services: Brandon Bernard, Chair; Members - Scott Houtz, Jack Kahl, Jocelyn Stahl
- Technology: Brandon Bernard, Chair; Members - Bob Mark, Edward Gardener, Scott Houtz
- Policy: Jadell Souders, Chair; Members - Jack Kahl, Ray Ondrusek, Jocelyn Stahl
- Finance: Bob Mark, Chair; Members - Edward Gardener, Ray Ondrusek, Jadell Souders

- D. Appointed Bob Mark as representative to the Lebanon County Earned Income Tax Bureau; and Brandon Bernard as Alternate.
- E. Appointed Bob Mark as representative to the Lebanon County Tax Collection Committee; and Brandon Bernard as Alternate.
- F. Appointed Jack Kahl as representative to the Harrisburg Area Community College Advisory Council; and Carrie Boyer as Alternate (Lebanon Campus).
- G. Appointed Jocelyn Stahl as representative to the PA School Board Association; and Scott Houtz as Alternate.
- H. Appointed Jadell Souders to serve as the Alternate representative to the Lebanon County Career and Technology Center. (Note: Scott Houtz is currently serving a 3-year term, 2014-2017.)

REGULAR BOARD OF EDUCATION MEETING

Public Comments for Items on the Agenda

No comments were made.

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by Voice vote, all voting Aye, the Minutes of 11-14-16 were approved.

On a motion by Mr. Ondrusek, seconded by Mr. Gardener and approved by Voice vote, all voting Aye, the Treasurer's Report for the month ending 10-31-16 was approved.

Personnel Committee

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by Voice vote, all voting Aye with one (1) abstention by Mr. Ondrusek, Item A was approved:

- A. Approved a "Letter of Resignation" from Linda Ondrusek, cafeteria employee, effective November 22, 2016.

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

- B. Approved a "Letter of Resignation" from Lisa Oxenreider, 2nd shift custodian, effective December 2, 2016.

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

- C. Approved a "Letter of Resignation" from Scott Krause, paraprofessional, effective December 13, 2016.

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

- D. Approved a change in employment status of Kirsten Whitman *from* Personal Care Assistant (6.5 hours per day) *to* Paraprofessional (7.5 hours per day), effective December 6, 2016, with an hourly rate decrease of \$1.00/hour.

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

- E. Approved Emilee Pfautz, as a short-term paraprofessional substitute, at an hourly rate of \$11.35, to begin on or about December 9, 2016.

On a motion by Mr. Gardener, seconded by Mrs. Stahl and approved by Voice vote, all voting Aye, Item F was approved:

- F. Approved Lynn Aponick and Judy Weik as Co-Advisors for the High School National Honor Society for the 2016-2017 school year.

On a motion by Mr. Gardener, seconded by Mrs. Stahl and approved by Voice vote, all voting Aye, Item G was approved:

- G. Approved a sabbatical for professional development to Sara Velazquez, HS World Languages teacher, for the Fall semester of the 2017-2018 school year.

On a motion by Mr. Gardener, seconded by Mrs. Stahl and approved by Voice vote, all voting Aye, Item H was approved:

- H. Approved a sabbatical for professional development to Katie Kokan, HS English teacher, for the 2017-2018 school year.

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

- I. Approved a sabbatical for professional development to Tara Lutz, IS Reading teacher, for the Fall semester of the 2017-2018 school year.

On a motion by Mr. Gardener, seconded by Mr. Mark and approved by Voice vote, eight (8) Ayes vote and one (1) NO vote by Mr. Ondrusek, Item J was approved:

- J. Approved a trip/travel request from Amanda Burris, Kelsey Moll and five (5) students of the PBIS Group to travel and attend the Harbor Back to School Tour at Dulaney High School, Timonium, MD, retroactive to December 5, 2016. (Costs to the District include substitutes and fuel for the use of the school van.)

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

- K. Approved a trip/travel request from Lucas Sandoe, ELCO FFA Advisor, and ELCO FFA Officers, to travel and hold a planning retreat December 28-29, 2016 in Pitman, PA. (The only cost to the District is for fuel for the use of the school van.)

On a motion by Mr. Gardener, seconded by Mrs. Stahl and approved by Voice vote, all voting Aye, Item L was approved:

- L. Approved a trip/travel request from Lucas Sandoe, ELCO FFA Advisor, and FFA students, to travel and participate at the PA FFA ACES Conference, February 18-19, 2017, in Harrisburg, PA. (Alternate dates for approval include February 11-12, 2017.) (There are no costs to the District.)

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

- M. Approved a trip/travel request from Lucas Sandoe, ELCO FFA Advisor, and six (6) FFA students, to travel and participate at the PA FFA SLLC (State Legislative Leadership Conference), March 12-14, 2017, in Harrisburg, PA. (Costs to the District include a substitute and fuel for the use of the school van.)

On a motion by Mr. Gardener, seconded by Mr. Mark 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/clearances/disclosures):
1. Tanner Krueger – Custodial sub
 2. Jennifer Fritz – IU sub, all areas
 3. Adrian Rodriguez – IU sub, all areas
 4. Rebecca Light – IU sub, all areas
 5. Anna Scipioni – IU sub, all areas
 6. Heather Kahl – IU sub, all areas

Finance Committee

On a motion by Mr. Mark, seconded by Mr. Kahl and approved by Voice vote, all voting Aye with one (1) abstention by Mr. Bernard, Item A was approved:

- A. Approved payment of bills as found listed and attached to the December 5, 2016, Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$1,788,743.51
Cafeteria Fund payments in the amount of	\$137,336.90
Capital Reserve Fund payments in the amount of	\$41,544.70
Debt Service payments in the amount of	\$386,333.99

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

- B. Approved the Audit Report for June 30, 2016 prepared by Trout, Ebersole and Groff. (Board Attachment)

Superintendent's Report

Dr. Zuilkoski gave recognition and acknowledgement of a donation received from Bayer, Inc., of scientific glassware valued at approximately \$2700. The District is very grateful for the donation made, which will enhance our science classrooms.

Dr. Zuilkoski also announced the use of a “therapy dog” in the High School that will begin in the new year. Ms. Kelsey Moll will give a presentation in January on the use and benefits of this program.

Upcoming dates:

Holiday Concerts:

Thursday, December 8 – MS Holiday Concert @ 7:00 p.m. – HS Auditorium
 Friday, December 9 – ½ day for students; PM Teacher In-service
 Tuesday, December 13 – IS Holiday Concert @ 7:00 p.m. – IS Auditorium
 Sunday, December 18 – HS Holiday Concert @ 2:00 p.m. – HS Auditorium

Thursday, December 22 – Teacher In-Service (Exchange Day) – NO STUDENTS
 Friday, December 23, 2016 thru Monday, January 2, 2017 – Holiday Break – NO SCHOOL

Public Comments

- Cathie Walck – gave an update on her daughter’s recent participation in the Thanksgiving Day Parade held in Philadelphia; complimented the recent National Honor Society Induction held at the High School; and commented on the trip taken by the PBIS Group.
- John Kline – thanked the Board for the approval of trip requests by Mr. Lucas Sandoe for FFA.

Board Announcements/Comments

- Jadell Souders – Thanked the administration for CyberWise presentations, which were outstanding and encouraged additional meetings be scheduled. Also, expressed thanks from senior citizens for the hard copies of the school calendar and sports schedule, and use of the weight room at the High School.
- Ray Ondrusek – Commended Mrs. Fair on the student group who sang at the Myerstown Tree Lighting.
- Jack Kahl – Reminded the Board that the Curriculum Committee would meet following the adjournment of tonight’s meeting of the Board.
- Jocelyn Stahl – Commented on the notification from the Auditor General’s Office of the upcoming audit that will take place this month. She requested updates be given and would like to review the previous audit report.
 - Mr. Rchrbaugh - Audit will begin on December 16 at which time all documents requested by the State will be given to the auditors. He will also provide Mrs. Stahl with a copy of the previous audit report.

Old Business

No Old Business was reported.

New Business

Mr. Bernard informed the Board of power outages that have occurred over the last months and the steps that need to be taken to resolve the matter, which is a result of damaged switch gears. Information, including costs, was received and discussed with the Board. If the Board moves ahead with the repairs, they will be scheduled during the holiday break.

Mr. Bernard made a motion to add an item to the agenda, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, a motion was added to the agenda as follows:

Move to approve Delta Electric to repair and replace the High School switch gear, not to exceed \$19,500, which will be funded through the Capital Reserve Account.

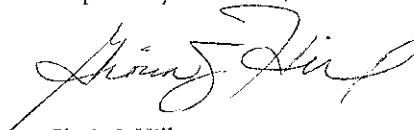
On a motion by Mr. Bernard, seconded by Mr. Gardener and approved by Voice vote, all voting Aye, the following motion was approved:

Approved Delta Electric to repair and replace the High School switch gear, not to exceed \$19,500, which will be funded through the Capital Reserve Account.

Adjournment

On a motion by Mr. Ondrusek, seconded by Mr. Gardener and approved by Voice vote, all voting Aye, Vice President Houtz adjourned the meeting at 7:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gloria J. Hill".

Gloria J. Hill
Board Secretary