

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

Regular Board of Education Meeting
ELCO High School Library

August 8, 2016

The Regular Board of Education Meeting was called to order by President Boyer at 6:04 p.m.

The Eastern Lebanon County School Board met in a Regular Session 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, Mrs. Stahl; and Messrs. Houtz and Kahl. Absent from the meeting were Messrs. Bernard, Gardener, Mark and Ondrusek. Also in attendance were the following from the administrative team: Dr. Zuilkoski, Dr. Stauffer, Ms. Haas, Mrs. Kassay Mr. Gerhart, Mrs. Shoemaker, Mr. Sweger, ~~Mr. Cascarino~~, Mr. Rohrbaugh, Mr. Boltz, Mr. Dresch, and Mrs. Kunkelman; Mr. Robert Frankhouser, Solicitor; Gloria Hill, Board Secretary; a reporter from Lebanon Daily News; and community residents and faculty members.

Board President Communications

Mrs. Boyer shared the following communications:

- The Board met in Executive Sessions on July 28, 2016, at 5:30 p.m., to discuss confidential personnel matters, and on August 8, 2016, at 5:00 p.m., to discuss confidential student matters.
- Solicitor/Architect RFP Process Update -
 - Board discussion will occur at the September 6th meeting when all members are present.
- Mrs. Boyer reminded board members to complete PSBA survey prior to the board development day (August 27, 2016) occurring, and the completion of book for book study with Mr. Mark.

Public Comments for Items on the Agenda

- Melissa Newmaster – RFP discussion; vote delay; selection process
- Heather Wilson – changes in administration

All concerns were noted and addressed by board members and administration.

On a motion by Mr. Kahl, seconded by Mr. Houtz and approved by Voice vote, 4 Ayes and 1 Abstention by Mrs. Stahl, the Minutes of 07-11-16 were approved.

On a motion by Mr. Houtz, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, the Treasurer's Report of 06-30-16 was approved.

Personnel Committee – Mr. Jack Kahl, Acting Chair

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

- A. Approved a new job description – Cafeteria Worker. (Board Attachment)

The following motion was made by Mr. Kahl, seconded by Mr. Houtz:

- Move to approve a revised job description – Middle School Assistant Principal. (Board Attachment)

On a motion by Mrs. Souders, seconded by Mrs. Stahl and approved by Voice vote, all voting Aye, Item B was approved as amended:

- B. Approved a revised job description – Middle School Assistant Principal. (Board Attachment)

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

- C. Accepted a "Letter of Resignation" from Chris Rada, Intermediate School Principal, effective July 31, 2016.

Dr. Zuilkoski read a letter from Mr. Rada, who expressed his appreciation to the Board and administration during his four years at ELCO.

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

- D. Accepted a "Letter of Resignation" from Mary Weigley, personal care assistant, effective August 1, 2016.

Mrs. Boyer expressed the Board's appreciation and wishes of continued success to both Mr. Rada and Ms. Weigley in their future endeavors.

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

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

1. *Sarah Steuart – Elementary teacher (.5 Kindergarten, .5 Special Ed), on a "Temporary Professional" contract, at a salary of Bachelor's – Step 1 (\$44,462), effective the 2016-2017 school year. (Board Attachment)
2. Dianne Booth – Long-term Substitute teacher, on a "Letter of Temporary Employment" at a salary of Bachelor's – Step 1 (prorated, \$22,231), effective the 1st semester of the 2016-2017 school year. (Board Attachment)
3. *Allison Wagner – School Counselor, on a "Temporary Professional" contract, at a salary of Master's – Step 1, plus 10 extra days (\$52,794), effective the 2016-2017 school year. (Board Attachment)
4. Janelle Kramer – Personal Care Assistant, at an hourly rate of \$10.28, 6.5 hrs./day, 10-month position, effective the 2016-2017 school year (subject to assignment).
5. Alejandrina Mata – full-time custodian, at an hourly rate of \$11.69, 8 hrs./day, 12-month position, effective August 15, 2016 (subject to assignment).
6. Billie Jean Martin – part-time Paraprofessional, at an hourly rate of \$9.15, 5.5 hrs./day, 10-month position, effective the 2016-2017 school year (subject to assignment).
7. Ashley Driver – full-time Personal Care Assistant, at an hourly rate of \$10.28, 6.5 hrs./day, 10-month position, effective the 2016-2017 school year (subject to assignment).

*Mrs. Boyer welcomed all new faculty and staff to ELCO and asked new staff in attendance to stand and introduce their self. (*Designates those in attendance.)*

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

- F. Approved changes in employment status as follows:

1. Christine Kassay *from* Middle School Assistant Principal *to* Middle School Principal, at a salary of \$89,000, effective August 1, 2016.
2. Warren Zimmerman *from* substitute teacher *to* Middle School Special Education teacher, on a "Professional Contract" at a salary of Master's – Step 2 (\$51,199) effective the 2016-2017 school year. (Board Attachment)
3. Kathy Dove *from* MS cafeteria worker *to* Jackson Elementary Kitchen Manager/Head Cook, effective the 2016-2017 school year.
4. Corrie Bailey *from* Personal Care Assistant *to* 10-month IS Administrative Assistant, at an hourly rate of \$14.09, effective August 9, 2016.
5. Matthew Geyer *from* Paraprofessional *to* Specialized Paraprofessional, at an hourly rate of \$11.67, effective the 2016-2017 school year.
6. Sarah Soto *from* Paraprofessional *to* Specialized Paraprofessional, at an hourly rate of \$11.15, effective the 2016-2017 school year.

7. Jenna Gagliano *from* Paraprofessional to Specialized Paraprofessional, at an hourly rate of \$11.15, effective the 2016-2017 school year.
8. Robyn Wentzel *from* Paraprofessional to Specialized Paraprofessional, at an hourly rate of \$11.38, effective the 2016-2017 school year.
9. Justine Bewley *from* Paraprofessional to Specialized Paraprofessional, at an hourly rate of \$12.42, effective the 2016-2017 school year.
10. Shaun Keath *from* Personal Care Assistant to Paraprofessional, at an hourly rate of \$11.00, effective the 2016-2017 school year.
11. Michelle Hitz *from* Paraprofessional to Personal Care Assistant, at an hourly rate of \$10.76, effective the 2016-2017 school year.
12. Julie Righter, Specialized Paraprofessional – salary rate correction to \$12.39/hour.
13. Renee Zimmerman *from* substitute nurse to full-time building nurse (subject to assignment), at an hourly rate of \$22.08, effective the 2016-2017 school year.
14. Valerie Sweatlock *from* substitute nurse to Certified School Nurse on a "Temporary Professional Contract" at a salary of Bachelor's – Step 1 (\$44,462) effective the 2016-2017 school year.
15. Rene Kicklighter *from* substitute instructional aide to full-time Personal Care Assistant, at an hourly rate of \$10.78, 6.5 hours/day, 10-month position, effective the 2016-2017 school year (subject to assignment).

Dr. Zuilkoski updated those in attendance on the recent administrative changes made, in which he had full board support: Mrs. Kassay to Middle School Principal, Mr. Gerhart to Intermediate School Principal, Mr. Cascarino to Assistant Middle School Principal, with Dr. Stauffer covering Fort Zeller and Jackson Elementary Schools until a principal is hired.

Mrs. Boyer congratulated Mrs. Kassay on her new assignment.

On a motion by Mr. Kahl, seconded by Mr. Houtz and approved by Voice vote, 4 Ayes and 1 NO vote by Mrs. Stahl, Item G was approved:

- G. Approved a 1.5% merit salary increase to Dr. Zuilkoski, retroactive to July 1, 2016.

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

- H. Approved a "One-Year Letter of Employment" to Allen Yingst, as high school Security Officer, effective August 25, 2016 through the end of the 2016-2017 school term, for 27.5 hours per week at an hourly rate of \$17.96.

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

- I. Approved the following individuals for extra-curricular positions for the 2016-2017 school year as listed:

Senior Class Advisor	Elizabeth Yearwood
Junior Class Advisor	Craig Soden
Sophomore Class Advisor	Melodie Fair
Freshman Class Advisor	Kelsey Moll
Envirothon Advisor	Lynn Aponick
FBLA Advisor	Amy Weddle
FFA Advisor	Lucas Sandoe
Fitness Center Monitor	Adam Zurick
National Honor Society Advisor	Lynn Aponick
Quiz Bowl Advisor (HS)	Paul Dissinger
Quiz Bowl Advisor (MS)	Lisa Kercher
Student Council Advisor	David Fair
TSA Advisor	Kenneth Miller
Yearbook Advisor	Jonathan Bickel
Behind the Wheel Instructor	Michael Lucky
Cafeteria Monitors HS:	John Carley
	Kenneth Miller
	Bradley Connors
	Michael Lucky

Cafeteria Monitors HS continued:

Cafeteria Monitors MS:

Yearbook Photographer
Fall Play Director
Assistant Fall Play Director
Show Choir Director
Show Choir Choreographer
Jazz Band Director
Musical Director
Musical Choreographer
Musical Costume Design
Musical Set/Stage
Musical Orchestra Director
Musical Vocal Music Director
Rehearsal Accompanist

Martha Good
Donna DelCollo
Craig DeVore
Julie DeVore
Wyatt Hall
Jennifer Juarez
Kim Sandoe
Greg Underkoffler
Brenda Beegle
Jonathan Bickel
Michael O'Neill
David Fair
Melodie Fair
Holly Serio
David Fair
Tara Lutz
Ashley Gartner
Karen Sandoe
David Fair
David Fair
Melodie Fair
Melodie Fair

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

- J. Approved the following individuals as coaches for the 2016 Fall sports season (*pending receipt of all required documentation/clearances/disclosures):

1. Warren Zimmerman – JH football coach
2. John Houk* – JH football coach
3. Matt Templin* – Volunteer football coach
4. Allison Wagner – Volunteer girls soccer coach

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

- K. Approved Chris Longstaff as Weight Room Monitor for the Fall of 2016 at a rate of \$250 per sports season.

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

- L. Approved adding the following individuals the 2016-2017 ELCO sub listing (pending receipt of all required documentation/clearances/disclosures):

1. Kristi Kilheffer – instructional aide
2. Daniela Anthony – Elementary K-6
3. Deborah Reumann – IU sub, all areas

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

- M. Approved FFA Advisor, Lucas Sandoe, and four qualifying students to travel and attend The Big E competition to be held September 16-18, 2016, in West Springfield, MA. (Costs to the District include fuel for the school van and substitute teacher.)

Curriculum Committee – Mr. Jack Kahl, Chair

On a motion by Mr. Kahl, seconded by Mr. Houtz and approved by Voice vote, 4 Ayes and 1 NO vote by Mr. Houtz, Item A was approved:

- A. Approved a 10th grade student as a parent paid tuition student for the 2016-2017 school year, per parent request. (Board Attachment)

On a motion by Mr. Kahl, seconded by Mr. Houtz and approved by Voice vote, all voting NO, Item B was not approved:

- B. Denied a parent request to waive the tuition fee of 10th grade student for the 2016-2017 school year.

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

- C. Approved Jamie Cascarino, Michael Gerhart, Christine Kassay, Jennifer Haas and Richard Sweger, Jr., to serve as Attendance Officers of the ELCO School District for the 2016-2017 school year.

General Services Committee – Mr. Scott Houtz, Acting Chair

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

- A. Approved a contract for the Transportation of School Pupils with Ephrata Mennonite School for the 2016-2017 school year, at the sum of \$32,693.40 effective August 24, 2016 to May 26, 2017.

On a motion by Mr. Houtz, seconded by Mr. Kahl and approved by Voice vote, 4 Ayes and 1 NO vote by Mrs. Stahl, Item B was approved:

- B. Approved authorizing the Business Manager to solicit bids for supplies and equipment for the 2016-2017 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. Kahl and approved by Voice vote, all voting Aye, Item C was approved:

- C. Approved removing from the Table the following motion, which was Tabled at the meeting of July 11, 2016:

Move to approve the purchase and installation of cameras from Reed's Lock & Access Control Systems, Inc., in the amount of \$53,664.98. (This project will be funded through the Capital Reserve Fund, and Reed's is a participant in the COSTARS purchasing network.)

On a motion by Mr. Houtz, seconded by Mr. Kahl and approved by Voice vote, all voting NO, Item D was not approved:

- D. Move to approve the purchase and installation of cameras from Reed's Lock & Access Control Systems, Inc., in the amount of \$53,664.98. (This project will be funded through the Capital Reserve Fund, and Reed's is a participant in the COSTARS purchasing network.)

After further discussion on Item D, a motion to add an item to the agenda was made by Mr. Houtz, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, the following item was added to the agenda:

Move to approve the purchase and installation of cameras from Reed's Lock & Access Control Systems, Inc., in the amount of \$70,720.18. (This project will be funded through the Capital Reserve Fund, and Reed's is a participant in the COSTARS purchasing network.)

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

Approved the purchase and installation of cameras from Reed's Lock & Access Control Systems, Inc., in the amount of \$70,720.18. (This project will be funded through the Capital Reserve Fund, and Reed's is a participant in the COSTARS purchasing network.)

On a motion by Mr. Houtz, seconded by Mr. Kahl, the following motion was made:

- E. Move to approve bus stops for the 2016-2017 school year, noting they are subject to change.

After further discussion on Item E, a motion was made by Mr. Houtz to Table the item, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, Item E was Tabled.

Finance Committee – Mr. Scott Houtz, Acting Chair

On a motion by Mr. Houtz, seconded by Mr. Kahl 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 8, 2016 Board Agenda in the amounts indicated (Board Attachment):

General Fund payments in the amount of	\$1,740,357.36
Cafeteria Fund payments in the amount of	\$8,286.56
Capital Reserve Fund payments in the amount of	\$0.00
Debt Service payments in the amount of	\$13,551.54

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

- B. Approved Middle School and High School Activity Accounts for the period ending June 30, 2016. (Board Attachment)

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

- C. Approved two new accounts to the High School Activity Fund - ELCO Swing Timey Dance Club and PBIS (Positive Behavior Intervention Systems) Club, noting that the required by-laws and list of officers has been submitted.

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

- D. Approved Resolution #08-08-16-1, authorizing the Board President and Business Manager to sign any documents on behalf of the District in accordance with the sales agreement for Myerstown Elementary School, effective August 9, 2016. (Board Attachment)

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

- E. Approved the Master Lease Agreement and the three-year leasing of technology equipment with Apple, Inc., for Elementary Teacher upgrade. (Board Attachment)

General Services Committee – Mr. Scott Houtz, Acting Chair

On a motion by Mr. Houtz, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, the following motion was removed from the Table:

- E. Move to approve bus stops for the 2016-2017 school year, noting they are subject to change.

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

- E. Approved bus stops for the 2016-2017 school year, noting they are subject to change.

Superintendent's Report

Dr. Zuilkoski shared announcements and upcoming dates:

Announcements/Dates:

- Transportation Information Updates

Mr. Rohrbaugh gave an update to the Board and those in attendance on transportation.

- Questions submitted were addressed regarding swipe cards, areas of usage, and cost, which is shared by Brightbill
- The Parent Portal will be opened later in the week with notification going out by a ConnectEd call

Dr. Zuilkoski continued with announcements and upcoming dates:

- August 22-23, 2016 – New teacher Induction
- August 24, 2016 – In-service for teachers grades 6-12
- August 25, 2016 – First Day for ALL Faculty/Staff
- August 30, 2016 – First Student Day
- PSBA School Leadership Conference – October 13-15, 2016, Hershey, PA – please notify Gloria Hill if you are interested in attending. Early Bird registration is due on or before August 28, 2016.

Public Comments – Items On/Off the Agenda

- Jodie Blatt – expressed concerns with bus stop issues and requests
- Robert McBride – expressed concerns with several matters: bus stops and requests, upgrades to the High School building and RFP approval process, and transgender issues
- Amber Weaver – expressed concerns with photo ID/swipe cards for students, and bus stops during winter months
- Erin Stettler – expressed opinion and concerns of the High School renovation project and community rumors
- Melissa Newmaster – expressed concerns with several issues: RFP process and delay of discussion, asked for update on Stop It program, and request for cameras and audio recording equipment to live stream board meetings
- Heather Wilson – expressed concerns regarding iPad insurance

Mrs. Boyer, board members and administrators thanked individuals for all concerns and issues expressed, noting the appropriate administrator will follow up with individuals.

Old Business

- Mrs. Stahl – inquired about the process for selecting the new elementary principal and who will be involved

Dr. Zuilkoski responded – process will be handled by a committee consisting of administrators, teachers, board members, and parents. Candidates selected will be both internal (if applicable) and external.

- Mrs. Souders – dates for high school schedule changes; consider several date choices to accommodate family vacations
- Mrs. Stahl – AP concerns with summer requirements and courses offered in fall with students not receiving requested courses

Both Dr. Zuilkoski and Ms. Haas, High School principal, addressed these issues with explanation regarding conflicts and options offered to students who do not receive classes requested. Dates for schedule changes are accommodated by the school when parent notification is received.

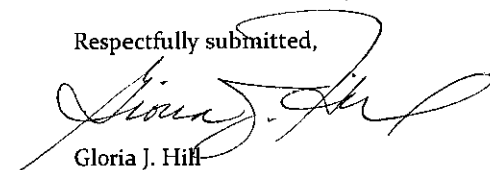
New Business

No New Business was discussed.

Adjournment

On a motion by Mr. Houtz, seconded by Mrs. Stahl and approved by a Voice vote, all voting Aye, President Boyer adjourned the meeting at 8:47 p.m.

Respectfully submitted,



Gloria J. Hill
Board Secretary