

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

Board of Education  
Committee-of-the-Whole Meeting

ELCO Senior High School Library

March 7, 2011

6:05 p.m.

The Committee-of-the-Whole Meeting was called to order by President Ed Gardener at 6:05 p.m.

The Eastern Lebanon County School Board met in a Committee-of-the-Whole session in the ELCO High School Library with President Gardener presiding and leading in the Opening Exercises.

Roll Call

The secretary called the roll. The following members were present: Mrs. Boyer, Mrs. Souders; Messrs. Bernard, Gardener, Houtz, Kahl, Mark, Moll, and Ondrusek (by Skype noted). Also in attendance were the following from the administrative team: Dr. Nilsen, Mr. DuBois, Mr. Felty, and Amy Shoemaker; Gwen Boltz, Business Manager; Bob Boltz, Technology Director; Douglas Good, Board Secretary; a reporter from the Lebanon Daily News; and nine community members.

Board President Communications

1. The Board met in Executive Session on February 22, 2011 to discuss personnel issues.
2. Thank you note was received and read from FFA to the Board.

Public Comments – Items On the Agenda

No comments made.

**ACTION ITEMS**

**Personnel Committee – Mr. Jack Kahl, Chair**

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

- A. Approved one day of “Absence Without Pay” to Tania Bucks, high school instructional aide, retroactive to February 9, 2011. (All leave has been exhausted.)**

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

- B. Approved one day of “Absence Without Pay” to Joe Kalbach, high school custodian, retroactive to February 16, 2011. (All leave has been exhausted.)**

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

- C. Approved Caleb Flick as the 2011 Spring Musical piano accompanist, effective immediately (pending clearances).**

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

- D. Approved the following individuals as coaches for the 2011 Spring sports season effective March 7, 2011:**

**Softball                      Varsity Asst. Coach:      Doug Hoffman**

**Girls Soccer                Varsity Vol. Coach:      Shane Swanger**

**General Services Committee – Mrs. Carrie Boyer, Chair**

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

- A. **Approved an agreement with Comverge to participate in an energy curtailment program generating estimated revenue to the district of \$12,973 in year one, \$16,720 in year two, and \$29,903 in year three.**

**Non-Consent Items**

Personnel Committee – Mr. Jack Kahl, Chair

The Board reviewed and discussed the following:

***Motion F#3 was designated to be placed on the agenda of March 14, 2011 as a Non-Consent item.***

- A. Recommend approval to accept a “Letter of Retirement” from Nancy Miller, Kindergarten teacher at Fort Zeller, effective at the conclusion of the 2010-2011 school year.
- B. Recommend approval of substitute bus driver, Tammy Smith, pending all clearances. (Employed by Brightbill Transportation.)
- C. Recommend approval to employ Jodi McGough as School Psych. Intern for the 2011-2012 school year at a salary of \$12,000 (no benefits).
- D. Request approval to correct hourly rate for Dawn Lawrence, a cafeteria employee hired January 3, 2011, from \$8.79 to \$8.69 per hour.
- E. Recommend approval to add the following individuals to the ELCO sub listing (pending receipt of all documentation):
  - 1. Renee Forry, IU sub – all areas
  - 2. Laura Keiser, IU sub – all areas
  - 3. Anna Corbett, IU sub – all areas
  - 4. Courtney Dougherty, IU sub – all areas
  - 5. Robert Evory, IU sub – all areas
- F. Recommend approval for the following field trip/conference requests:
  - 1. Jonathan Bickel, Donna DelCollo, Dotty Noll, and English students to travel and visit the Library of Congress and the Capitol in Washington, D.C., April 14, 2011. (The cost to the district is for substitutes only.)
  - 2. TSA (Technology Student Association) Advisors Ken Miller, Wyatt Hall, and Deb Barone, along with middle school and high school students will travel and attend the TSA State Conference at Seven Springs Resort in Champion, PA, April 13-16, 2011. (The cost to the district is approximately \$1,950 plus transportation, which was budgeted.)
  - 3. ***Mark Evans, John Carley, and Joe Sandoe to travel and attend the Spring Football Clinic at the University of Maine, April 14-17, 2011. (The cost to the district is approximately \$900.)***
  - 4. Lynn Aponick, chaperone – Marie Hibshman, and AP Envi. Science/Envirothon students, to travel and participate in study, May 8-10, 2011 in Bishop’s Head, MD. (The cost to the district is for a sub only.)

Curriculum Committee – Mrs. Jadell Souders, Chair

The Board reviewed and discussed the following:

- A. Recommend approval that the “Snow Makeup Day” on May 13, 2011 be a two-hour late start to facilitate the district’s Staff Recognition Breakfast that morning.
- B. Recommend approval of the following dates: High School Baccalaureate – Tuesday, June 7, 2011 at 7:30 p.m. in the high school auditorium; and High School Commencement – Thursday, June 9, 2011 at 6:30 p.m. in the New Beginnings Brethren Church, Myerstown, PA.
- C. Recommend approval to conduct a survey of high school 10<sup>th</sup> grade students by the University of Michigan’s Institute for Social Research. Survey to be completed in four, 10<sup>th</sup> grade Social Studies classes on May 5, 2011. Parent information and permission letters will be sent home about three weeks prior. The University of Michigan will pay the postage. The University of Michigan will also be giving the high school \$500 for participating in this survey. *This is the second year of a two-year commitment made with University of Michigan’s Institute for Social Research. (Original motion to approve the survey took place April 2010.)*

General Services Committee – Mrs. Carrie Boyer, Chair

The Board reviewed and discussed the following:

***Motion A was designated to be placed on the agenda of March 14, 2011 as a Non-Consent item.***

A. *Request approval of the following change orders:*

- 1. *EC9 – Add \$305.22 to provide electrical outlets in the toilet rooms in the administration office. (This was a district request.)*
- 2. *EC10 – Add \$876.18 to provide circuits for baseboard heaters in cafeteria.*
- 3. *EC11 – Add \$683.70 to provide different wiring to gymnasium bleachers.*
- 4. *EC12 – Add \$248.83 to provide GFI duplex receptacle in kitchen required by code inspector.*
- 5. *EC13 – Add \$768.23 to re-feed jockey pump from controller to Panel MHA1.*
- 6. *EC14 – Add \$218.14 to remove boxes for counter top receptacles in kitchen and install CFCI in mechanical room in lieu of duplex receptacle.*
- 7. *EC15 – Add \$458.04 to install one additional set of conductors to fire pump as required by fire pump controller.*
- 8. *EC16 – Add \$2,113.28 to provide additional tampers for the sprinkler system.*
- 9. *EC17 – Add \$316.42 to provide speakers in the administration office. (This was a district request.)*
- 10. *HVAC-8 Add \$1,904.47 representing the contractual markup and bond costs for the well casing change order previously approved.*
- 11. *GC26 – Deleting \$13,260.00 for the soft play area the district had done by the playground equipment installer.*
- 12. *GC32 – Add \$4,200.67, for temporary heating materials. (NOTE: The board previously agreed to share costs up to \$5,000.)*
- 13. *GC22 – Add \$614.50, to repair damaged roof due to HVAC louver blowing off the gym roof. (NOTE: This was storm damage.)*
- 14. *GC33 – Add \$1,259.16, to install steel plate in computer room for Walker Duct installation.*

***Motions B & C were moved to New Business.***

- B. *Request approval of a proposal from Spotts, Stevens and McCoy in the estimated amount of \$5,100 (but based on actual time and materials) to prepare and submit a request to the Commonwealth of Pennsylvania for a waiver of certain water tests.*
- C. *Request approval of a lease agreement with Conrad Weiser School District for use of the Myerstown Elementary building.*

Finance Committee – Mr. Leon Moll, Chair

The Board reviewed and discussed the following:

- A. Request approval of payment of bills as found listed and attached to the March 7, 2011 Board Agenda in the amounts indicated (Board Attachment):

General account bills amounting to	\$93,013.02
Cafeteria account bills amounting to	\$77,617.11
Athletic account bills amounting to	\$1,929.00
General account prepaids for February amounting to	\$612,890.86
Cafeteria account prepaids for February amounting to	\$758.85
Athletic account prepaids for February amounting to	\$13,691.06
General account prepaids for March amounting to	\$648,491.21
Cafeteria account prepaids for March amounting to	\$110.00
Athletic account prepaids for March amounting to	\$5,996.91
Construction Funds	\$29,099.55
Construction Funds prepaid for February	\$366,525.96
Construction Funds prepaid for March	\$0.00

- B. Request approval of Budget Transfers (Board Attachment).

Superintendent's Report

The Board reviewed and discussed the following:

- A. Request approval of revisions to the following Board policy, **Second Reading** (Public Attachment):

1. Use of Medications – Policy 210

Dr. Nilsen informed the Board on the following:

- B. The 2011 IU 13 Legislative Breakfast , March 14, 2011 – those attending, we will be leaving the District Office parking lot at 6:30 a.m.

- C. Admin Retreat Date Change – June 15-16, 2011

Public Comments – Items On/Off the Agenda

No comments made.

Old Business

No report.

New Business

**General Services Committee – Mrs. Carrie Boyer, Chair**

***On a motion by Boyer, seconded by Kahl and approved by voice vote, all voting Aye, Item B was approved:***

- B. *Approved a proposal from Spotts, Stevens and McCoy in the estimated amount of \$5,100 (but based on actual time and materials) to prepare and submit a request to the Commonwealth of Pennsylvania for a waiver of certain water tests.*

***On a motion by Boyer, seconded by Kahl and approved by Roll Call vote, all voting Aye, Item C was approved:***

- C. *Approved a lease agreement with Conrad Weiser School District for use of the Myerstown Elementary building.*

*A motion was made by Boyer to add an item to the agenda, seconded by Mark and approved by voice vote, all voting Aye, the following motion was added:*

***D. Move to approve a contract with The Virtus Group to conduct lead-based paint testing at Myerstown Elementary in the amount of \$1,140.00.***

*On a motion by Boyer, seconded by Houtz and approved by voice vote, all voting Aye, Item D was approved:*

***D. Approved a contract with The Virtus Group to conduct lead-based paint testing at Myerstown Elementary in the amount of \$1,140.00.***

Adjournment

On a motion by Boyer seconded by Souders and approved by voice vote, all voting Aye, the Committee-of-the-Whole Meeting was adjourned at 6:35 p.m. by President Gardener.

Executive Session

An Executive Session was held following the Committee-of-the-Whole Board Meeting to discuss legal and personnel matters.

Respectfully submitted,

Douglas G. Good, Board Secretary