

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

Special Board of Education Meeting  
ELCO High School Library

June 20, 2011

A Special Board of Education Meeting was called to order by President Gardener at 6:02 p.m.

The Eastern Lebanon County School Board met in a Special 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. Souders; Messrs. Bernard, Gardener, Houtz, Kahl, Mark, Moll, and Ondrusek. Absent from the meeting was Mrs. Boyer. Also in attendance were the following from the administrative team: Dr. Nilsen, Dr. Grove, Mr. DuBois, Mr. Felty, Mrs. Stauffer, Mr. Janicelli, and Mr. Boltz; Gwen Boltz, Business Manager; Douglas Good, Board Secretary; Laura LeBeau of WLBR; a reporter from the Lebanon Daily News; and fifteen members from the staff and community.

Board President Communications

1. An Executive Session was held following the Regular Board of Education Meeting on June 13, 2011 and prior to the June 20, 2011 Board Meeting at 5:00 p.m. to discuss personnel matters.

Public Comments – Items On the Agenda

1. Mimi Shade – concern about \$7800-\$8000 tuition waiver requested.
2. Dwayne Salem – concern about waiver of tuition.

On a motion by Kahl, seconded by Souders and approved by voice vote, all voting Aye, the Minutes of 05-09-11 and 06-13-11 were approved.

On a motion by Kahl, seconded by Bernard and approved by voice vote, all voting Aye, the Treasurer's Report was approved as presented and filed for audit for the month ending 05-31-11.

Consent Items (Items discussed 06-13-11) – Mr. Brandon Bernard

On a motion by Bernard, seconded by Mark and approved by voice vote, all voting Aye, all Items of Consent were approved:

Personnel Committee

- A. Accepted a "Letter of Retirement" from Middle School principal, Mr. Keith DuBois, effective August 16, 2012.
- B. Accepted a "Letter of Resignation" from Jennifer Ziegler as K-2 Grade Level Chairperson, effective immediately.
- C. Approved an "FMLA/Child Bearing Leave" to Holly Serio, elementary Music teacher, for a period of approximately September 20, 2011 to December 12, 2011 (12 weeks).
- D. Approved a "Temporary Professional Contract" to Margaret Auchenbach as an Art teacher (subject to assignment), at a salary of Bachelors' – Step 1, beginning the 2011-2012 school term.
- E. Approved three (3) days "Absence Without Pay" to Joseph Kalbach, custodian, retroactive to May 9, 10, 11, 2011. (All leave has been exhausted. Doctor's note on file.)
- F. Approved one (1) day "Absence Without Pay" to Darlene Bender, cafeteria worker, retroactive to May 19, 2011. (All personal leave has been exhausted.)

- G. Approved employment transfer of Monica Hill from Jackson Elementary building secretary (1,500 hours per year) to high school guidance secretary (1,890 hours per year), effective August 1, 2011 at a salary of \$12.02/per hour.
- H. Approved employment transfer of Jennifer Moyer from high school guidance secretary (1,890 hours per year) to Jackson Elementary building secretary (1,500 hours per year), effective August 1, 2011 at a salary of \$14.09/per hour.
- I. Approved adding Sally Brunner to the ELCO sub listing for the 2011-2012 school year.
- J. Approved the following conferences/trips (see Board Attachment for explanation of trips):
1. Stacy Dieffenbach and FFA officers to travel and attend the ELCO FFA Officers Retreat at Refreshing Mountain in Bethel, PA, August 6-8, 2011. (This is a budgeted trip and the cost to the district will be for the use of a school van.)
  2. Stacy Dieffenbach and FFA students to travel and attend the National FFA Convention in Indianapolis, IN, October 17-21, 2011. (This is a budgeted item.)
- K. Approved the following individuals as substitute bus drivers for the 2011-2012 school year, pending receipt of all documentation:
1. Vanessa Risser
  2. Kay Marks
- L. Approved the following individuals as coaches for the 2011 Fall Sports season:

<u>Sport</u>	<u>Level</u>	<u>Capacity</u>	<u>Name</u>
Football	Varsity	Head Coach	Mark Evans
	Varsity	Assistants	John Carley, Earl Thomas, Joe Sandoe
	Junior High	Assistants	Eric Newswanger, Greg Keener, Robert Bashore
	Varsity	Volunteers	Derek Fulk, Mike Lux, Robert Williams, Ethan Longenecker
Boys Soccer	Junior High	Volunteer	Derek Thomas
	Varsity	Head Coach	Mike Seigfried
	Varsity	Assistants	Kirk Keppley, Derek Fulk
	Varsity	Volunteers	Cody Harvey, John Mentzer, Brian Morgan, Shane Swanger
Field Hockey	Junior High	Assistants	Matt Landis
	Varsity	Head Coach	Lisa Kercher
	Varsity	Assistants	
	Junior High	Assistants	Meghan Boyer, Brenda Miller
Girls Tennis	Varsity	Volunteers	
	Varsity	Head Coach	Zach Cook
	Varsity	Volunteers	Cathy Shaak, Chris Gyorke
Cross Country	Varsity	Head Coach	Charles Gerberich
	Junior High	Assistant	Kylie Whoolery
	Varsity	Volunteer	Greg Underkoffler
Golf	Varsity	Head Coach	Dave Meyer
	Varsity	Volunteers	Mike Simmons, Hal Haag, Tom Rowe
Girls Volleyball	Varsity	Head Coach	Paul Dissinger
	Varsity	Assistant	Joshua Glant
	Varsity	Volunteers	Wes Harpold, Bryan Yingst
Cheerleading	Varsity	Head Coach	Lisa Liskey
	Varsity	Assistant	Jennifer Reinhart
	Junior High	Assistant	Heidi Deitz
	Varsity	Volunteers	Jennifer George, Sherri Fake, Sarah Derr

Curriculum Committee

- A. Approved the Middle School Improvement Plan for submission to the Pennsylvania Department of Education as required by state regulation. (Board Attachment)
- B. Approved the ELCO Agriculture Advisory Committee Meeting Minutes of June 1, 2011. (Board Attachment)

General Services Committee

- A. Approved Supplemental Disposables Procurement Program through Lancaster-Lebanon Intermediate Unit #13 Joint Purchasing program.

Finance Committee

- A. Approved payment of bills as found listed and attached to the June 13, 2011 Board Agenda in the amounts indicated (Board Attachment):

General account bills amounting to	\$306,226.28
Cafeteria account bills amounting to	\$97,255.09
Athletic account bills amounting to	\$1,207.35
General account prepaids for May amounting to	\$1,333,165.94
Cafeteria account prepaids for May amounting to	\$106,479.99
Athletic account prepaids for May amounting to	\$7,497.40
General account prepaids for June amounting to	\$285,880.29
Cafeteria account prepaids for June amounting to	\$0.00
Athletic account prepaids for June amounting to	\$0.00
Construction Funds	\$0.00
Construction Funds prepaid for May	\$202,140.30
Construction Funds prepaid for June	\$0.00

- B. Approved Budget Transfers for the 2010-2011 fiscal year that may be required by the local auditors subsequent to June 30, 2011.
- C. Approved a contract with Austill's Rehabilitation Services, Inc. to provide occupational and physical therapy services for students attending buildings in the ELCO School District during the 2011-12 school year. (Board Attachment)

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

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

- A. Approved a "Temporary Professional Contract" to elementary teacher Angela Kendall. (NOTE: Class Size Reduction)

*Item B – concern of misunderstanding shared by Souders.*

On a motion by Kahl, seconded by Mark and approved by voice vote, six (6) Aye votes and two (2) NO votes by Souders and Houtz, Item B was approved:

- B. Approved a "Temporary Professional Contract" to elementary teacher Joel Hill. (NOTE: Class Size Reduction)

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

- C. Approved a "Temporary Professional Contract" to elementary teacher Kaitlyn Strayer. (NOTE: transfer from 1<sup>st</sup> grade to I.S. Special Ed)

*Item D - Tenure questioned by Souders.*

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

D. Approved Tenure to the following individuals:

1. Stacy Dieffenbach – High School Vo Ag teacher
2. Deanna Ebert – High School Math teacher
3. Brad Entekin – 5<sup>th</sup> Grade teacher
4. Wanda Kulp – Middle School Special Ed teacher
5. Lauren Panza – Elementary Art teacher
6. Kim Sandoe – Elementary Art teacher
7. Jeremy Sweigart – Elementary Special Ed teacher

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

**E. Accepted a “Letter of Retirement” from Jennifer Snyder, Fort Zeller Elementary School Nurse, retroactive to June 8, 2011.**

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

**F. Approved the following individuals as substitute bus drivers for the 2011-2012 school year, pending receipt of all documentation:**

1. Tracey Greenly
2. Forrest W. Ludwig, Jr.

**Curriculum Committee – Mrs. Jadell Souders, Chair**

*Item A – Editing issues concerning HS handbook shared by Souders.*

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

A. Approved revisions to the 2011-2012 Student/Faculty Handbooks (K-2, 3-5, MS & HS). (Board Attachment)

*Item B – Souders pointed out tuition set by State.*

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

**B. Approved Austin Funk, 5<sup>th</sup> grade student, as a parent paid tuition student, for the 2011-2012 school year, per parent request.**

*Item C – Dee Funk – tuition possibly lowered if not approved. Moll questioned timing of tuition by State – which is May.*

On a motion by Souders, seconded by Mark with a voice vote of 0 Aye votes and eight (8) NO votes, **Item C was not approved:**

**C. Request approval to waive the tuition fee of Austin Funk for the 2011-2012 school year, per parent request.**

*Item D – Ondrusek – questioned anyone seeing the survey.*

On a motion by Souders, seconded by Kahl.

**D. Request approval to survey 6<sup>th</sup> grade students of the ELCO Middle School for the Pennsylvania Youth Survey per selection from Pennsylvania Commission on Crime and Delinquency, in the fall of 2011.**

*Gardener made motion to table request until survey is read by Middle School, seconded by Bernard and approved by voice vote, all voting Aye, motion was tabled.*

**General Services Committee – Mr. Brandon Bernard, Acting Chair**

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

- A. **Moved to approve selections of the Lancaster-Lebanon Joint Purchasing Board for food for 2011-2012. (The bid represents a 4.2% increase over the same items in 2010-2011 and is a co-op bid so specific quantities are not required for each district.)**

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

- B. **Accepted a proposal in the amount of \$5,580 from SLH Excavating of Newmanstown to install an additional storm water inlet at ELCO Intermediate School.**

**Finance Committee – Mr. Leon Moll, Chair**

*Item A – Len Schott – EIT collection revenue – 4% decrease shared by Ms. Boltz.*

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

- A. **Approved the changes to the 2011-2012 proposed final budget. (Roll Call Vote)**

*Item B – Ondrusek questioned – 3 mill increase (approximately \$60).*

*Reserve questioned by Schott – lease from elementary schools will be the reserve - \$330,000 & \$52,000 refinancing.*

*Shade – questioned increase in light of cuts. Budgeted for two years stated by Gardener.*

*Moll, Souders, Gardener – shared concerns with budget and process.*

*On a motion by Moll, seconded by Kahl and approved by a Roll Call vote, with 7 Ayes and 1 NO vote by Ondrusek, Item B was approved:*

- B. **Approved the 2011-2012 ELCO School District Budget. (Roll Call Vote)**

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

- C. **Approved Resolution #06-20-11-I concerning homestead/farmstead exemptions for the 2011-2012 fiscal year. (Board Attachment)**

*Item D – \$318,000 – rate stabilization \$3,500 for equipment in concession stand explained by Boltz.*

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

- D. **Approved Resolution #06-20-11-II concerning fund balance designations at June 30, 2011. (Board Attachment)**

**Superintendent's Report**

*Souders questioned schools – not Jackson or Fort Zeller.*

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

- A. **Approved a new district policy, Property – #719 Camera Surveillance (1<sup>st</sup> Reading).** (Public Attachment)

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

- B. **Approved revisions to district policy, Programs - #137 Home Education Programs (1<sup>st</sup> Reading).** (Public Attachment)

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

- C. **Approved revisions to district policy, Operations - #802 School Organization (1<sup>st</sup> Reading).** (Public Attachment)

- D. **Draft Minutes will not be posted until a later date.**

E. **Dr. Nilsen thanked Dr. Grove and wished him success.**

Public Comments – Items On/Off the Agenda

No comments were made.

Old Business

***Kahl made motion to remove from table motion concerning Bohannon from May 9, 2011, seconded by Ondrusek with a voice vote, all voting Aye, motion was removed from the table.***

- A. Recommend approval to transfer Mr. Douglas Bohannon to a full-time teaching position effective the 2011-2012 school term.***

***On a motion by Kahl, seconded by Houtz with a voice vote of 1 Aye vote by Ondrusek and 7 NO votes, motion was not approved:***

- A. Recommend approval to transfer Mr. Douglas Bohannon to a full-time teaching position effective the 2011-2012 school term.***

New Business

***Motion to add motion to agenda was made by Kahl, seconded by Houtz and approved by voice vote, all voting Aye.***

- A. Motion to transfer Douglas Bohannon from high school Driver Ed position to a .4 Special Education teacher position at the Middle School.***

***On a motion by Kahl concerning Bohannon, seconded by Houtz and approved by voice vote, all voting Aye, the following motion was approved:***

- A. Approved motion to transfer Douglas Bohannon from high school Driver Ed position to a .4 Special Education teacher position at the Middle School.***

Adjournment

On a motion by Houtz, seconded by Souders and approved by a voice vote, all voting Aye, President Gardener adjourned the meeting at 6:47 p.m.

Respectfully submitted

Douglas G. Good  
Board Secretary