

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

Board of Education
Committee-of-the-Whole Meeting

ELCO Senior High School Library

November 7, 2011

6:00 p.m.

The Committee-of-the-Whole Meeting was called to order by President Ed Gardener at 6:00 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.

Mr. Gardener reported that there was no Committee meeting held tonight at 5:00 p.m.

Roll Call

The recording 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, Mr. DuBois, Mr. Felty, Mrs. Bowersox, and Mrs. Shoemaker; Gwen Boltz, Business Manager; Stacy Edris Assistant Business Manager; Gloria Hill, Recording Secretary; five community members; two faculty members; Laura LeBeau of WLBR; and a reporter from the Lebanon Daily News.

Board President Communications

1. The Board met in Executive Session on October 17, 2011 following the regular Board of Ed Meeting to discuss student and personnel matters.

Public Comments – Items On the Agenda

No comments made.

ACTION ITEMS

Personnel Committee – Mr. Jack Kahl, Chair

A. Presentation by PSBA – Superintendent Search

Mr. Kahl introduced PSBA reps, Dr. Brita Barrickman and Dr. Jeffrey Miller, who provided information on the Superintendent Search process that PSBA has offered the school district.

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

- B. Approved PSBA to proceed with the superintendent search for the Eastern Lebanon County School District at a cost of \$15,000.**

Item C – Question

Jadell Souders – is this the same person we currently have employed?

Response – Yes, but we are changing his title to School Police Officer in order for him to proceed with proper protocol.

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

- C. Approved Resolution regarding the appointment of Allen R. Yingst as School Police Officer for the Eastern Lebanon County School District. (Board Attachment)**

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

- D. Approved a maternity/FMLA leave to Amy Zelinske, 4th grade elementary teacher, beginning approximately November 30, 2011 through February 27, 2012 (12 week period).**

Item E – Comment

Jadell Souders commended the use of individuals for long-term assignments that held positions last year and are on our sub list this year.

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

- E. Approved employment of Amy Schaeffer as a long-term substitute, as a 4th grade elementary teacher at the Intermediate School (replacing Amy Zelinske) beginning approximately November 30, 2011 through February 27, 2012 (12 week period) at a salary of \$221.98/day (Bachelors' – Step 1).**

Item F – Question

Leon Moll questioned the salary rate – is this because of days in assignment?

Response – Dr. Nilsen – Yes

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

- F. Approved adding Daniel Stauffer - Music K-12, to the ELCO sub listing (pending receipt of documentation) as of November 14, 2011. Mr. Stauffer (will be replacing Holly Serio who is out on maternity leave and was originally replaced with Vincent Whitman who was hired as the Technology Support Specialist.) Mr. Stauffer will complete the period of Mrs. Serio's leave and will be paid at the day-to-day sub rate of \$100/day.**

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

- G. Approved a change in employee status to Kristi Achey from cafeteria substitute to part-time cafeteria worker retroactive to October 31, 2011 (subject to assignment, replacing Dawn Lawrence who resigned earlier in the year) at four (4) hours per day and a salary of \$8.69/hr.**

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

- H. Approved a sick/FMLA leave to John Carley, high school teacher, beginning November 15, 2011 for a period of six to eight weeks (return to work dependent upon doctor's release).**

Item I – Question

Jadell Souders – were these positions new?

Response by Dr. Nilsen – No, but a change was needed because Mr. Troxel can no longer fulfill his original contract and a new contract will be made for both Mr. Troxel and his replacement (Mr. Doll).

Jadell Souders – did we always have a percussion instructor?

Response by Dr. Nilsen – Yes

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

- I. Approved the following individuals for extra-curricular positions for 2011-2012 school term:**

- 1. Mark Doll – Percussion Instructor**

2. **Mark Doll – Co-Marching Instructor**
3. **Charles Troxel – Co-Marching Instructor**

Curriculum Committee – Mrs. Jadell Souders, Chair

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

- A. Approved the Strategic Plan Mid-Year Review. (Board Attachment)**

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

- B. Approved the Professional Education Report. (Board Attachment)**

General Services Committee – Mr. Bob Mark, Acting Chair

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

- A. Approved a request from Myerstown VFW to move the memorial at Myerstown Elementary to another location at no cost to the district.**

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

- B. Approved a request to modify the Dubble Scholarship Deed of Gift changing the scholarship award from a four-year, \$1,000 per year award to a single year \$1,000 award. (NOTE: This request was made by Mr. and Mrs. Jay Dubble, the donors of the funds.)**

NON-ACTION ITEMS

Personnel Committee – Mr. Jack Kahl, Chair

The Board reviewed and discussed the following:

- A. Recommend approval of an FMLA leave to Allison Ebersole for the period of December 7-13, 2011.
- B. Recommend approval of a maternity leave to Sara Faust, elementary Special Ed teacher, beginning approximately December 15, 2011 for a period of approximately six to eight weeks.

Item C - #8 requested to have name stricken from the agenda because they accepted employment elsewhere.

- C. Recommend approval adding the following individuals to the ELCO sub listing (pending receipt of all documentation):
 1. Tammy Sema – Elementary K-6
 2. Elizabeth Fraley-Hogg – Social Studies
 3. Rebecca Balsbaugh – Agriculture
 4. Michelle Hoffman – IU sub, all areas
 5. Amy Kreider – IU sub, all areas
 6. Timothy Heiniman – IU sub, all areas
 7. Brenda Gettle – Cafeteria sub
 - ~~8. Carlyn Krall – Instructional Aide~~
 9. Zina Brimmer – Instructional Aide

Item D – will be a Non-Consent item on the agenda of November 14, 2011.

- D. Recommend approval for the following conferences/field trips:

1. Adam Zurick, athletic trainer, to travel and attend the Eastern Athletic Trainer's Association Annual Meeting and Symposium January 5-8, 2012 in Boston, MA. (The cost to the district is approximately \$1000 and is a budgeted item.)
2. Stacy Dieffenbach, chaperones, and FFA students to travel and attend the PA FFA Association Conference February 11, 2012 at the Harrisburg/Hershey Sheraton Hotel. (This is a budgeted item with costs to the district consisting of advisor's registration and busing of the group.)

E. Recommend approval of the following individuals as musical staff for the 2012 Spring musical:

Director – Tara Lutz
 Choreographer – Katie Kokan
 Business Manager – Candy Witters
 Publicity – Candy Witters
 Costumes – Michelle Baker
 Set/Stage – Ken Krause, Brian Trupp, Katie Kokan (salary to be split)
 Orchestra/Choral Director – Dave Fair
 Orchestra Contractor – Ken Krause
Rehearsal Accompanist – TBD

F. Recommend approval of David Hull, Teacher of the Gifted, as the Middle School Quiz Bowl Advisor for the 2011-2012 school year.

Curriculum Committee – Mrs. Jadell Souders, Chair

The Board reviewed and discussed the following:

- A. Recommend approval of new courses to begin with the 2012-2013 school term at the ELCO High School (Public Attachment):
 1. Technology for Everyday Living
 2. Entrepreneurship
 3. Advanced Placement World History

Questions – Item A

Jack Kahl – who will teach course #2?

Response by Mr. Felty – Mrs. Hartman will most likely be the teacher.

Jack Kahl – is a poll of the student body being done to see interest level of courses?

Response by Mr. Felty – that is why we need approval, so we can offer the classes to see if anyone is interested.

Comments – Item A

General comments were made by several board members and administrators on the advantages of offering these new courses next year.

B. Review of cursive writing in the elementary level – Mrs. Bowersox

Mrs. Souders requested Mrs. Bowersox to give a review of the cursive writing plan at the elementary level. The plan is a three-step plan as follows:

Cursive Writing Curriculum Planning and Implementation

1. For the remainder of the 2011 – 2012 school year, expect students to write in cursive on selected spelling words and any other appropriate times.
2. For the 2011 – 2012 school year, begin to look at Zaner-Bloser cursive writing materials and develop a curriculum. The curriculum will include a scope and sequence of what skills and reinforcement will be addressed in each grade 2 – 5.
3. For the 2012 – 2013 school year, utilize the curriculum and the Zaner-Bloser materials to enforce cursive writing, while continuing to also use manuscript and typing when appropriate.

Request was made to make available the cursive writing implementation on the ELCO website.

General Services Committee – Mr. Bob Mark, Acting Chair

The Board reviewed and discussed the following:

Item A - Comments

- #1 – No longer need facility for November 13, 2011.*
- #7 – Stricken from agenda by request of booster club due to conflict.*

A. Recommend approval for a Use of Facilities to the following groups:

1. Millcreek Kids’ Theatre Company – use of ELCO Middle School Forum for practices November 13, 17 and possibly November 20, from 6:15 to 8:15 pm, and December 1, 4, and 7 from 6:15 to 8:15 pm (possibly longer on 12/7), and for performances December 9 from 6 to 10 pm and December 10 from 1:00 to 4:00 pm, noting the December 7 use includes a request for the cafeteria as well for a potluck dinner.
2. ELCO Baseball – use of the high school gym/weight room for Open Gym on the following Sunday afternoons from 4:00 to 6:00 pm, January 8, 15, 22, 19, February 5, 12, 19, 26, 2012.
3. ELCO Softball – use of the high school gym/weight room/batting cage for Open Gym on the following Sunday afternoons from 1:00 to 3:30 pm, January 22, 29, February 5, 12, 19, 26, 2012.
4. Myerstown Soccer Club – use of the middle school gym for indoor soccer on the following Sunday afternoons from 1:00 to 6:00 pm, January 8, 15, 22, 29, 2012.
5. Myerstown Soccer Club – use of the high school gym and concession stand for a soccer tournament to be held March 3-4, 2012 from 9:00 am to 6:00 pm on Saturday, and 1:00 to 6:00 pm on Sunday (set up will take place on March 2).
6. Myerstown Soccer Club – use of the middle school road soccer field for soccer games (used only if needed) weekends March – May 2012 (Saturdays 11:00 to 4:00 pm and Sundays 1:00 to 4:00 pm).
- ~~7. ELCO Choral Boosters – use of the high school auditorium/band and chorus room to host a Big Band Concert featuring Cathy Chemi and the Skip Stine Big Band (fundraiser event) Sunday, April 22, 2012.~~

Finance Committee – Mr. Leon Moll, Chair

The Board reviewed and discussed the following:

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

General account bills amounting to	\$0.00
Cafeteria account bills amounting to	\$0.00
Athletic account bills amounting to	\$0.00
General account prepaids for October amounting to	\$2,133,104.41
Cafeteria account prepaids for October amounting to	\$81,586.02
Athletic account prepaids for October amounting to	\$21,203.54
General account prepaids for November amounting to	\$0.00
Cafeteria account prepaids for November amounting to	\$0.00
Athletic account prepaids for November amounting to	\$0.00
Construction Funds	\$0.00
Construction Funds prepaid for October	\$0.00
Construction Funds prepaid for November	\$0.00

B. Recommend approval of the Middle School and High School Activity Accounts quarter ending September 30, 2011. (Board Attachment)

C. Recommend approval of Budget Transfers. (Board Attachment)

Item D – Comments

Brandon Bernard – this is the normal 1% EIT tax; and language is being updated for Act 32.

- D. Recommend approval to adopt Resolution #11-14-11-I, levying a tax on earned income and net profits; requiring tax returns; requiring employers to withhold and remit tax; and related provisions. (Board Attachment)

Superintendent's Report

A. Board Member Recognition

1. Mr. Raymond Ondrusek – recognition of service (2007-2011)

Dr. Nilsen recognized and thanked Mr. Ondrusek for his years of service to the ELCO School Board. This is the last meeting he will be attending. Dr. Nilsen shared that when board member's years of service come to an end a gift is traditionally presented. However, Mr. Ondrusek declined the gift but asked if a donation in the form of library books be made in his name. A selection of physics books were purchased in his honor and presented to the ELCO High School Library. He was also presented with a plaque and ELCO mug in recognition of his years of service to the School Board.

Mr. Ondrusek thanked everyone for both the donation, plaque and gift. He shared that he did not seek reelection due to work commitments, but has gained appreciation for the time and effort involved in being a board member.

Dr. Nilsen also thanked Gloria Hill for filling in as Recording Secretary for the past two meetings.

Public Comments – Items On/Off the Agenda

No comments made.

Old Business

No old business was reported.

New Business

No new business was reported.

Adjournment

On a motion by Ondrusek, seconded by Houtz and approved by voice vote, all voting Aye, the Committee-of-the-Whole Meeting was adjourned at 6:36 p.m. by President Gardener.

Executive Session

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

Respectfully submitted,

Carrie Boyer
Assistant Board Secretary