Committee of the Whole Meeting
April 14, 2014
Committee of the Whole Meeting Minutes

Roll Call
Members in attendance were: Glenn Hartz, Paul Irvin, Rodney Jones (Speakerphone), Melissa Readman, Thomas Wentzel, Glenn Yoder, Jennifer Zeiset and Heidi Zimmerman
Non-Voting Members in attendance were: Robert Hollister, Nadine Larkin, Marion L. Martin and Keith Ramsey
Members not in attendance were: Jonathan Dahl
Staff/Public in attendance were: The meeting was held at Brecknock Elementary School and video camera was not available. Mr. Jones was on the phone. Faculty, Staff, Students and Citizens were also present.

1. Welcome and Call to Order
President Yoder called the meeting to order at 7:00 PM at the Brecknock Elementary School.

2. Moment of Silence/Reflection - Pledge of Allegiance
President Yoder led the meeting with a silent meditation and the Pledge of Allegiance.

3. Citizens Comments
At this time we invited public comment on any topic that is within the Board’s jurisdiction.

There were no citizen’s comments.

4. Approve Personnel Report
Before approving the personnel report, Dr. Hollister had two separate items of recognition:

- The students in attendance were seniors from our Art Department along with teachers Mrs. Toni Myers and Mr. Todd Reitnouer. Everyone had the pleasure of seeing their artwork displayed around the room and the art teachers were here to share the many awards won by their students. Students in attendance were: Jordan Arment, Cheyenne Dragon, Joel Hoover and Zelia Witwer. They were commended for their awards in the Scholastic Art Show and the Lancaster County
Young Artists. We were delighted to watch the short animated art video created by Joel Hoover. At this time, Dr. Hollister thanked both the art teachers for the extra work involved in students showing their artwork for competition and the Brecknock faculty and staff for hosting the board meeting this evening.

- Brecknock Principal, Ms. Anderson, shared information on the Book Adventure Program that Brecknock began this year. It is a free website that students can take quizzes on the books they read. Each student has been given a log-in password. The program has been a great incentive for students to read along with earning points so the comprehension component is equally important. Brecknock has a monthly recognition for the top reader in each class and prizes at all levels for the students. Thus far this year, 4,269 books were read with an accumulation of 302,420 earned points. The goal of this program was to give incentive to the students to read more and Ms. Anderson concluded it has been very exciting to see what has happened. Dr. Hollister commented that reading is still the key to learning.

The Personnel Report was approved 8-0; 1 absent - Dahl. This motion was made by Mr. Hartz and seconded by Dr. Zimmerman.

5. Property and Services

5.1 Approval of the Change Orders that were Signed by the Chief of Finance and Operations for the Brecknock Elementary School Project General Contractor - MCA Construction:

#7 Prepare concrete slab for new floor tile in wing adjacent to Library and Library $6,125.00

#8 Prepare CMU wall for railing for the stage per Code $2,180.00

#9 Additional work to resolve adhesion issues encountered with some of the existing concrete slab surfaces $69,618.00

5.2 Approval of the Lancaster-Lebanon Intermediate Unit #13 General Operating Budget (GOB) and Instructional Materials Services (IMS) Budget for 2014-15

The Intermediate Unit’s General Operating Budget consists of 2 component budgets, as follows:

1. The Core Program of Services budget reflects a 1% increase in total expenditures. There is no District assessment for this budget.
2. The Instructional Media Services (IMS) budget reflects a 3.6% decrease in total expenditures and no change in district contributions to the program.
5.3 Approval of the Copier and Printer Proposal from Higher Information Group
The District received proposals from 5 companies and is recommending entering into a 5 year agreement with Higher Information Group effective July 1, 2014.

Higher Information Group from Harrisburg was not the lowest bidder, but after accurate comparisons from each proposal, this company was the best proposal to serve our needs and still realize a tremendous savings. We typically leased the equipment, but the plan is to buy the equipment and keep them after the five year term to give us more flexibility. By doing so, we will realize a $40,000 savings by purchasing over leasing. Higher Information Group will still service these machines. All machines will be brand new and different types of machines will be purchased according to the volume of usage. Dr. Hollister complimented the business office for the time invested in listening to copier presentations to improve service and save dollars. Mr. Ramsey also thanked Lotsie Wooten and John Styer for the valuable work they put into this study.

5.4 Approval of the Parameters Resolution for the Refunding of the Series of 2010 A Bonds
Lauren Eby, RBC Capital Markets, and Rhonda Lord, Kegel, Kelin, Almy & Lord, will be in attendance next Monday to review and request approval of a parameters resolution for a future refunding of the 2010 A issue.

5.5 Information Items
2014-15 Budget Update

Next Budget Meeting - May 6, 2014 in Community Hall

Mr. Ramsey gave an update on the 2014-15 budget. For further review, this information is listed on a PDF file on AgendaManager (April 14, 2014 Meeting) under Item 5.5 - Information Items Next budget meeting is May 6, 2014 in the Community Hall.

6. Program

6.1 Approval of District 2014-2017 Special Education Plan
As part of the Comprehensive Planning process, Eastern Lancaster County School District must complete a Special Education Plan which is due to the state by May 1, 2014. The Plan has been open to public review since April 1, 2014 and will remain open for public review through April 30, 2014.
Highlights of the Special Education Program:

- Eastern Lancaster County School District provides special education services to 370+ students with individualized education programs. Our continuum of services allow ALL but 3 students with individualized education programs to be educated in their home district.
- Six school districts contract with Eastern Lancaster County School Districts to provide special education services to their students with individualized education programs.
- Specific special education programs provided by Eastern Lancaster County School District that are unique for school districts in our county are:
  - Autistic Support Programs using verbal behavior to improve communication, social, self-care, and other relevant skills for students with Autism.
  - Work-Based Learning Program focusing on employment, agency linkage, and supports for independent living for students in their final high school years.
    - Significant job trainer support with internships, volunteer opportunities, paid employment, and school-based vocational training experiences.
- Eastern Lancaster County School District works in partnership with Millersville University through the Professional Development Schools model.

Professional Development Focus Areas:

- In the area of Autism, Eastern Lancaster County School District will continue to work with the PA Autism Initiative and PaTTAN to monitor and consult on programming for our Autism classrooms.
- In the area of behavior, focus will be on Tier I classroom management through the CHAMPS and Discipline in the Secondary Classroom for general, as well as, special education classrooms and teachers.
- Refresher in-services for current teachers in programs used in the special education classroom, progress monitoring of student skills, and instructional decision-making using data to support intervention changes.
- Induction program that identifies and addresses specific new teacher needs.

The 2014-17 Special Education Plan is also available for review in the District Office. President Yoder complimented the many who have worked hard to complete this plan. Dr. Larkin agreed many hours and hard work went into it and added each building maintains their own separate committee that also contributes information.

6.2 Approve a Settlement Agreement for educational expenses for a student with special needs.
6.3 Approve an educational programming agreement for a student with special needs.

6.4 Information Items – None

7. Management

7.1 Action Items
a. District Calendar 2013-2014 School Year - Final Adjustments

Dr. Hollister asked the board to approve a unique change to finish out the current 2013-14 school year. He requested converting one student day (June 11th) into a faculty day giving the teachers more time to become familiar with technology. Having June 10th as the last student day calculates to 181 student days and then June 11th, 12th and 13th will become professional development days for faculty.

Mr. Wentzel made a motion to approve June 10, 2014 as the last student day with a second by Mr. Irvin. The motion was approved. (8-0; 1 absent)

7.2 Information Items
a. Policy 103.1 NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES
b. Policy 113.1 DISCIPLINE OF STUDENTS WITH DISABILITIES
c. Policy 121 FIELD TRIPS
d. Policy 210 USE OF MEDICATIONS
e. Policy 218 STUDENT DISCIPLINE
f. Policy 227 CONTROLLED SUBSTANCES PARAPHERNALIA
g. Policy 313 EVALUATION OF EMPLOYEES
h. Policy 323 TOBACCO USE
i. Policy 351 DRUG AND SUBSTANCE ABUSE
j. Policy 805 EMERGENCY MANAGEMENT PREPAREDNESS
k. Policy 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS
l. Policy 909 MUNICIPAL GOVERNMENT RELATIONS

Dr. Hollister gave a very brief summary of the above policies and some of the changes made. He explained that the Elanco policies were significantly updated two years ago. He explained the need to understand that the gray and yellow
text in your policies is just a matter of swapping the language. The green text shown would be new information. These policies will be an action item at the May Board Meeting. More policies will be coming for you to review after our solicitor evaluates them.

8. **Announcements**
   - If any board members plan to attend graduation, please let Dr. Hollister know at your earliest convenience. It is always a highlight of the year.
   - Thanked everyone for coming out to the board meeting at Brecknock.

9. **Adjournment**
Mr. Irvin made a motion to adjourn the meeting at 8:06. Mrs. Zeiset seconded the motion. The motion was approved. (8-0; 1 absent-Dahl)

Marion L. Martin
School Board Secretary
April 14, 2014