



Committee of the Whole Meeting April 13, 2015 Minutes

Roll Call

Members in attendance were: Paul Irvin, Rodney Jones, Melissa Readman, Thomas Wentzel, Glenn Yoder and Jennifer Zeiset

Non-Voting Members in attendance were: Robert Hollister, Nadine Larkin, Justin W. Johnson, and Keith Ramsey

Members not in attendance were: Jonathan Dahl and Heidi Zimmerman

Staff/Public in attendance were: Several citizens and staff members of the District.

1. Welcome and Call to Order

President Yoder opened the meeting at 7:00 p.m. He welcomed and thanked everyone in the audience for attending the meeting that evening.

2. Moment of Silence/Reflection - Pledge of Allegiance

President Yoder led in a silent meditation and the Pledge of Allegiance.

3. Citizens Comments

At this time we will invite public comment on any topic that is within the Board's jurisdiction.

Paul Leininger, East Earl

Mr. Leninger thanked the Board, Administration and staff for creating a safe environment for the students in the District. He indicated that he had a child in the Middle School who was having difficulty adapting and he wanted to thank and commend the staff and guidance counselors that help his son to get to where he was today. Mr. Leninger then said a prayer.

4. Approve Personnel Report

Dr. Larkin noted that there was a revised personnel report posted with an addition of a new position. She then introduced the Supervisor of Special Education and Gifted Services, Mrs. Kara Martin and Mrs. Laura Jordan.

Mrs. Kara Martin introduced Laura Jordan, the new Assistant Supervisor of Special Education and Gifted Services. She noted that Laura had been with the District since 1998 as Special Education teacher and then as Special Education Consultant. Mrs. Martin explained that Laura would now will be stepping in to help with her duties in the Special Education Department, however will still remain working in the classroom setting. Mrs. Martin also thanked the Board for supporting the Special Education Program.

Mr. Wentzel made a motion to approve the personnel report. It was seconded by Mr. Irvin. **The motion was approved (6-0; 2 absent)**

5. Property and Services

5.1 Action Item - Approval to Enter the PlanCon Part K (Project Refinancing) Approval Letter for the 2014 A and 2015 Notes into the Minutes

PlanCon Part K takes the Permanent Reimbursable Percentage from the Series A of 2010 Bond Issue that was refunded and applies it to the Series A of 2014 Note and the 2015 Note.

Mr. Ramsey requested the Board to enter the approval letter for Plan Con Part K. He indicated that this will assign Series A of 2010 Bonds to notes so that the District can continue to receive reimbursements.

5.2 Action Item - Approval of the Trash Removal Contract to Eagle Disposal for a Period of 5 Years Beginning July 1, 2015

A RFP was issued and we had 3 responses. Details of the submitted responses is attached. Total Savings over 5 Years is \$20,984.93

Mr. Ramsey informed the Board that after review of the 3 responses of the RFP for Trash Removal, he was recommending the Board to approve a five (5) year contract with Eagle Disposal, a local vendor which serves the Borough as well.

5.3 Action Item - Approval to Renew the Contract with Substitute Teacher Service (STS) and to Authorize the Chief of Finance and Operations to Sign Approval is conditioned upon the review and approval of the agreements by the solicitor.

The Agreements are effective from July 1, 2015 through June 30, 2017. The mark-up for the Substitute Teachers' Agreement did not change. The mark-up for the Assistants' Agreement increased by 3.57%.

Mr. Ramsey requested the Board to approve the renewal contract with Substitute Teacher Services (STS). He indicated that there was no increase in the Substitute Teacher mark-up fee. He mentioned, however, that there would be an increase of 3.57% for the Assistants.

President Yoder inquired as to whether it would be beneficial to post a RFP for substitute teacher services.

Dr. Hollister informed the Board that it was too soon for that. Dr. Hollister and Mr. Ramsey both commented that the partnership currently with STS was going very well and a great benefit to the District. They noted that perhaps in 2 years or so, there would be more providers available that a RFP could then be issued. Dr. Hollister also expressed the concerns of all the districts in the County with the decrease in substitute availability. He informed that Board that there was discussion of an increase in pay for Substitutes, as there hasn't been one in 15 years. He also noted that the IU13 had recently hosted a substitute recruiting event in hopes to increase interest.

Mrs. Kara Martin also mentioned the benefits of the partnership with STS of having the on-site coordinator, Dawn Hare which provides immediate access and communication to the services provided from STS.

5.4 Approval of the Lancaster-Lebanon Intermediate Unit #13 General Operating Budget (GOB) and Instructional Materials Services (IMS) Budget for 2015-16

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

1. The Core Program of Services budget reflects a 1.9% increase in total expenditures. There is no District assessment for this budget.
2. The Instructional Media Services (IMS) budget reflects a 0% increase in total expenditures and no change in district contributions to the program.

Mr. Ramsey requested that the Board review and approve the Lancaster-Lebanon IU13 General Operating Budget. He informed the Board that the only increase in the budget was for the Core Program of Services totaling 1.9%. He noted that there was no increase for the Instruction Media Service as well as no changes in the district contribution to the program. He indicated that the budget would need to be approved at next Board meeting.

5.5 Information Item - Blue Ball Parking Lot Project

Attached is an updated schedule targeting the July 20th board meeting for bid approval. The bid window is being pushed back slightly to try and incorporate any comments from the June 2nd Land Development meeting.

Depending on the extent of township comments, the Township Supervisor approval could be June 9th or July 14th.

Mr. Ramsey presented the Board with an update on the Blue Ball Parking Lot project as well as a timeline schedule updated at the end of March. He noted that the District has started initial meetings with the Township and the Committee was very supportive. There were some concerns about runoff into the adjacent field, however the design of the parking lot includes drains underneath, so that alleviates those concerns. He anticipated that the District could maintain the present timeline, with final approval in June, bids awarded in July, and the project completed the fall of 2015.

5.6 Information Item - 2015-16 Budget Update

Mr. Ramsey presented an update for the District's 2015-2016 Budget. He reviewed several adjustments to the approved preliminary budget that was presented in February including an updated budget deficit of \$1,037,152. This change occurred due to changes in Expenditures with Salary adjustments, Benefit adjustments, and Contract Services adjustments. He also presented changes in Revenues including increases in both local and state revenue. He informed the Board that these numbers does not reflect the Governor's new budget and if the Governor's budget did go through

The Board requested information on the amount of cyber/charter school students and how that would affect the Budget.

Mr. Ramsey informed the Board that the District currently has 106 students attending cyber/charter schools which was up from the last year's number of 75. He noted that currently he has budgeted for a total of 115 cyber/charter students. He commented that Mr. Winters continues to keep the Business Office updated on number changes, as students are continually coming and going throughout the school year.

Dr. Hollister commented that he is continuing to research the cause of students leaving the District for cyber and charter school, however has not found any specific indications or patterns. He informed the Board that the Administration may recommend hiring a consultant to further investigate and help with marketing to bring those families back in.

Dr. Hollister also informed the Board that the State Budget would probably not be approved any time in the near future.

6. Program

6.1 Action Item - Approval of Affidavits of Guardianship

Dr. Larkin informed the Board that there was one (1) Affidavit of Guardianship that they would need to review and approve.

6.2 Information Item - Presentation on Changes at Elementary.

Dr. Larkin presented a brief presentation regarding the changes that are occurring at the Elementary Level with regard to Curriculum and Instruction for the 15-16 school year. Dr. Larkin first reviewed the state standards and assessments for the Board as well as what criteria was used to attain the School Performance Profile (SPP). She informed the Board that the SPP is still heavily determined by the PSSA tests.

Dr. Larkin presented the overall averages of achievement and growth of all grades as well as what was being done in specific grades to reach higher levels of achievement and growth. She then presented several steps that the District had taken 14-15 school year at the elementary schools to help with growth including flexible grouping in grades 1-6, a change in Math curriculum, a literacy audit for grades K-3, and Rotational Learning implementation (Hybrid Learning) in grades 1-6. She also presented the current data results showing an increase in Student Growth Percentile (SGP) in both English Language Arts and Math achievement and growth.

Dr. Larkin then presented the changes that would occur in the 15-16 school year hoping that these too will continue to increase growth and achievement. These included providing every student at elementary level with a computer, continuing both Rotational Learning implementation and flexible grouping, a literacy audit in 4-6, , and the hiring of STEM teachers as a fifth specialist that will replace computer lab.

7. Management

7.1 Action Item - Approval of Graduation Date, Friday, June 5, 2015, 6:30 p.m.

Dr. Hollister requested the Board to approve the Graduation date for Friday, June 5, 2015. He informed the Board that with 182 days in the school year calendar, the date would be able to remain the same, even with any unanticipated school days off.

Mr. Wentzel made a motion to approve the Graduation date for Friday, June 5, 2015 at 6:30 p.m. with a second by Mr. Irvin. **The motion was approved (6-0; 2 absent)**

7.2 Information Item - In continued "holding pattern" regarding new regulations regarding clearances for Volunteers pending further direction from PDE.

We are in a continued "holding pattern" regarding the new regulations regarding clearances for volunteers pending further direction from the Pennsylvania Department of Education.

Dr. Hollister announced to the Board that the District has pushed back the policy change for clearances for volunteers and the distribution of the letter of explanation to volunteers until further clarification is made by PDE regarding the definition of a volunteer. He anticipated the letter being sent out late May. He indicated that most districts were similarly doing the same thing.

Dr. Hollister also informed that Board that this was the first year that two parents officially opted their child out of taking the state assessment testing. He noted that both students were in the 3rd Grade. He also noted that there was a half of dozen parent inquiries into the testing, however, only the two decided to opt out. He accredited this to the principals taking the time to bring in those with concerns, showing and explaining the tests.

8. Announcements

Dr. Hollister announced that there would be an executive session after the meeting to discuss a personnel matter, a student-related matter and contract negotiations.

9. Adjournment

Mr. Irvin made a motion to adjourn the meeting at 8:17 p.m. with a second by Mr. Wentzel. **The motion was approved (6-0; 2 absent)**

Justin W. Johnson
School Board Secretary
April 15, 2015