Committee of the Whole Meeting  
May 11, 2015  
Minutes

Roll Call
Members in attendance were: Paul Irvin, Rodney Jones, Dina Maio, Melissa Readman, Thomas Wentzel, Glenn Yoder, Jennifer Zeiset and Heidi Zimmerman  
Non-Voting Members in attendance were: Robert Hollister, Nadine Larkin, Justin W. Johnson, and Keith Ramsey  
Members not in attendance were: Jonathan Dahl  
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. and welcomed everyone to the meeting.

2. Moment of Silence/Reflection - Pledge of Allegiance  
President Yoder led in a silent mediation 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.  
No Citizens Comments.

4. Approve Personnel Report  
Dr. Larkin informed the Board that there were several new hires for the 15-16 school year present to be introduced by their building principal. As Mrs. Andersen from Brecknock was unable to attend, Dr. Larkin presented Wendy Blankley as a new 3rd Grade Teacher at Brecknock Elementary. Ms. Blankley has been currently substituting at Brecknock Elementary as a 5th Grade Teacher.

Dr. Sneath introduced several new teachers joining New Holland Elementary School, Stephanie Hare as a Long-Term Substitute in 4th Grade, Johanna Lasak, a current Long-
term substitute in 2nd Grade, moving into a contracted position in 4th Grade and Meghan Clisham, also a current substitute moving into a contracted position in 5th Grade.

Mr. Starr, principal of Garden Spot Middle School introduced Carlos Ferron as the new teacher starting the 15-16 school year for 8th Grade Language Arts.

Mr. McCaskey introduced Leah Tenenbaum as the new Librarian at Blue Ball Elementary School for the 15-16 school year.

Mr. Wentzel made a motion to approve the personnel report. It was seconded by Mr. Irvin. The motion was approved. (8-0; 1 absent)

Dr. Hollister congratulated all the new employees. He informed them that they were joining a great team and noted that their work was just beginning with accountability for teachers now being higher than it ever has been.

5. Approval of the Resolution Authorizing Proposed Final Budget Display and Advertising and Per Capita Tax Notice

The proposed final budget includes a proposed tax increase in the total amount of .2738 mills or 1.90% and use of $491,837 of fund balance.

The proposed final budget of the School District for the 2015-2016 fiscal year shall be made available for public inspection at least twenty (20) days prior to final adoption. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Final Budget Notice shall be advertised in the newspaper and posted at the School District offices.

Please note that changes can be made to the 2015-16 budget up until final adoption on June 15, 2015.

Mr. Ramsey requested the Board to approve the resolution authorizing the Proposed Final Budget Display and Advertising as well as the Per Capita Tax Notice. He noted that the proposed budget included a tax increase of 1.9%. He indicated that the proposed budget need to be available for public view at least 20 days prior to the final adoption. Mr. Ramsey directed the Board to review the distributed documents which included the actual resolution, the public notice, and the proposed budget for the 2015-2016 fiscal year. He also noted that the actual current homestead and farmstead budget numbers were not included, as they have not be received from the Department of Education (PDE) and would distributed for the Board’s review once they received.

Mr. Wentzel made a motion to approve the Resolution Authorizing Proposed Final Budget Display and Advertising and Per Capita Tax Notice. It was seconded by Mr. Irvin. The motion was approved. (8-0; 1 absent)
6. Property and Services

6.1 Action Item - Approve the Special Education Service Contracts with the Lancaster-Lebanon IU #13 for 2015-16 School Year

Contracted Special Education Services $425,927 ($376,393 for 14-15)

Job Training Services $248,400 ($205,938 for 14-15)

Speech & Language Itinerant Services $0 ($6,876 for 14-15)

Mr. Ramsey presented the first action item to the Board to be approved at the next Board meeting. He asked that the Board approve the Special Education Service Contract with the Lancaster-Lebanon IU#13 for the 2015-2016 school year. He indicated that he had provided a comparison of the 14-15 school year and 15-16 school year contracts. Mr. Ramsey noted that there was an increase in services due to additional students in the program. He also explained that 3 additional job training days were being added increasing the job training service amount. Mr. Ramsey commented that the IU13 has served the District well and recommended that the Board approved the service contract.

6.2 Action Item - Approval of PlanCon Part J (Final Costs) for the Brecknock Elementary School Project and to Authorize Submission to PDE

Mr. Ramsey informed the Board that the audit of the final cost of the Brecknock Elementary School project was completed and asked that the Board approve the PlanCon Part J and allow for its submission to PDE. He noted that once submitted to PDE, the project could move to PlanCon Part H for a lump sum reimbursement. This will complete the Brecknock Elementary School Project.


Mr. Ramsey asked the Board to approve the District Depositories for 2015-2016 of Fulton Bank, PNC Bank and Pennsylvania District Liquid Asset Fund. He noted this was an annual occurrence and informed the Board that there were no changes from last year.

6.4 Action Item - Approval of the Bulk Fuel Fixed Prices for 2015-16 that were locked in by the Chief of Finance and Operations

Per the mandate waiver that the District received, below are the prices per gallon for the different fuels for 15-16.

- Gasoline - $2.5978
- Diesel Fuel - $2.7358
- Heating Oil - $2.7291
In addition, we have a +/- 10% usage variance.

Mr. Ramsey asked the Board to approve the Bulk Fuel Fix Prices for 2015-2016. Mr. Ramsey informed the Board that he was able to lock in rates at very reasonable cost. He did note the 10% usage variance. He thanked Mr. Fry of the IU for his recommendation.

6.5 Information Items - Football Only Insurance Coverage for 2015-16

The premium remains the same for next at $8,928.

Mr. Ramsey informed the Board that last year the District decided to go from All Sports Insurance Coverage to Football Only Insurance Coverage with the Board’s approval. He noted that there also had been discussion of dropping insurance coverage completely. He also noted that since the drop of coverage, there have been no complaints or issues. Mr. Ramsey asked the Board whether they wanted to proceed with removing coverage completely.

Board members discussed the repercussions of the removal of all coverage and whether additional notice should be given to parents of the drop of coverage. Mr. Ramsey responded that there was some indication to parents that there would be a possibility of full drop of coverage when the adjustment to Football Only coverage occurred and elaborated on how the insurance coverage operated. Several Board members requested additional information regarding the cost and frequency of insurance that the District was providing. The Board decided that further discussion was needed.

Dr. Hollister indicated that the Administration would provide additional information for discussion at the next Board Meeting and instructed Mr. Johnson, the Board Secretary to place the information item on the May 18th Board Meeting Agenda as a separate action item for consideration.

6.6 Information Item - 2015-16 Homestead/Farmstead Numbers:

1. **Homestead/Farmstead Numbers:**

   The District has received the certified numbers from the assessment office on the total numbers of approved homesteads/farmsteads and the median assessed value. The total eligible compared to the previous year are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homesteads</td>
<td>6,575</td>
<td>6,578</td>
</tr>
<tr>
<td>Farmsteads</td>
<td>282</td>
<td>285</td>
</tr>
<tr>
<td>Total</td>
<td>6,857</td>
<td>6,863</td>
</tr>
</tbody>
</table>

The District’s share of the gaming revenue and Sterling Act reimbursement for 2015-16 and the unallocated portion from 2015-16 is $446,390.01 (2014-15 was $443,896.60). The homestead/farmstead exclusion amount will be set...
at the June 16, 2014 board meeting; however, based on the tax increase in the proposed final budget, the preliminary tax relief amount per homestead is $65.10 (2014-15 - $64.68) and per farmstead is $65.10 (2014-15 - $64.68).

There are no attachments for this item.

Mr. Ramsey presented the Board with the certified numbers received from the assessment office for homesteads and farmsteads. He noted that looking at the comparison from 2014-2015 to 2015-2016 there was a drop of 3 in both the homesteads and farmsteads for a total drop of 6 properties. Mr. Ramsey also noted that the unallocated portion increased $2500 from 14-15 to 15-16. He then indicated that official numbers would be set at the June Board meeting, however the preliminary tax per homestead and farmstead was currently $65.10, $0.42 higher than last year.

7. Program

7.1 Action Items – None

7.2 Information Items - Parents Information Meeting @ Blue Ball
There will be parent information meeting at Blue Ball Elementary on June 1st at 6:30 PM. This informational meeting will be run using the rotational learning model which will give parents an understanding of what the rotational model is and what their child will be experiencing in the classroom. There will also be time to talk about flexible grouping and other topics parents would like to discuss.

A flyer will be sent home this week with students. We are asking parents to RSVP so that we have an idea of how many parents will be attending so that we can prepare appropriately.

Dr. Larkin informed the Board that there were no action items for the Board’s approval, however, there was an information item. Dr. Larkin announced that a Parent Information Meeting on June 1st at 6:30 p.m. was being set up in response to the parent concerns from the last Board meeting. She and Mr. McCaskey will be working together to arrange and manage the evening. This will provide a forum for parents to talk about their concerns and also to be involved in the actual rotation of groups. Dr. Larkin noted that the District was going to request that parents RSVP so that the District could be prepared to accommodate.

8. Management

8.1 Action Item - Approve, through Resolution, Mr. Keith Ramsey as the District Tax Collector for the 2015-2016 school year.
Approve, through Resolution, Mr. Keith Ramsey as the District's Tax Collector as a part of his regular duties as Chief of Finance and Operations for the 2015-2016 school year.

Dr. Hollister indicated that as an annual occurrence, the Board would need to approve Mr. Keith Ramsey as the District Tax Collector for the 15-16 school year.

8.2 Action Item - Approve Mr. Thomas Wentzel as Treasurer of the Eastern Lancaster County School Board for a period of one (1) year (2015-2016).

Dr. Hollister also indicated as an annual occurrence the appointment of Mr. Thomas Wentzel as the Treasurer of the Eastern Lancaster County School Board for the 15-16 school year.

President Yoder thanked Mr. Wentzel for his service as Treasurer.

8.3 Action Item - Policy 806 CHILD ABUSE (Updated Language)

Dr. Hollister informed the Board that a number of policies would be presented for discussion and their approval. He noted that he has been waiting for more clarification from PDE before presenting these policies to the Board and indicated that because of the present development and deliberations of the new laws and regulations, there would be probably be amendments to the approved policies in the near future.

The first policy presented was Child Abuse Policy 806 which had updated language due to the changes in the law. He indicated that the policy was generated by PSBA with additions and strikeouts by the District Solicitors, Kegel, Kelin, Almy & Lord, LLP. He asked the Board to review the updates for approval at the June Board meeting. He directed the Board to review the second part of the Policy which was a worksheet or flowchart for administrators to use when reporting suspected child abuse. This will eventually become an Administrator Regulation (AR) to be approved along with the Policy. Dr. Hollister noted that soon the District will also be approving ARs that will accompany other Board policies.

8.4 Action Item - Policy 819 SUICIDE AWARENESS PREVENTION AND RESPONSE (New; Regulation Requirement as of July 1, 2015)

Dr. Hollister presented a new policy that is required to be adopted as of July 1, 2015. Policy 819, Suicide Awareness Prevention and Response is a recommended policy by PSBA that includes an AR. Dr. Hollister noted that the AR would need routine updating for position changes each year. Dr. Hollister reviewed the policy and is asking the Board to approve the policy to be adopted into the School Board policies.

8.5 Action Item - Policy 916 VOLUNTEERS (New; Needed to acknowledge the regulations affiliated with Act 153 and Act 168.)
Dr. Hollister presented Policy 916 for Volunteers as another new policy to be adopted for the new year. He indicated that this policy was developed by PSBA with additions and changes performed by our local solicitor. He noted that all bracketed text in the policy was optional text that he was recommending the Board adopt into the policy. The double bracketed text was an explanation from our solicitor specifying the logic behind the optional text. Dr. Hollister directed the Board to exam specific text that he was asking the Board to consider when reviewing the new policy. Green text was additional language added to the policy, red text were drafting notes that would not appear in the policy and yellow text was language that he wanted to discuss with the Board. Dr. Hollister was recommending the change that volunteers that have lived in Pennsylvania for 10 years or longer be excused from applying for the FBI Fingerprinting clearance. He also was recommending that the Board approve the language that only volunteer coaches would need to be approved by the Board, not all volunteers and that the District would not be accountable for training all volunteers. Dr. Hollister commented that volunteers would need to review and read the new policy and sign an affirmation indicating that they had.

Dr. Hollister noted that Mr. Johnson would be in charge of tracking volunteer clearances and indicated that most of these volunteers would be in our elementary schools. He commented that he believed that it was unnecessary for parents attending day field trips to have all three clearances as they would be in the presences of other adults and District staff, however for overnight trips, it was understandable that they should acquire their clearances. Dr. Hollister noted that he would be sending a letter notifying parents of this upcoming change. He noted that this may deter some of our parents from volunteering, however we were following the recommendation of the District solicitor.

Board members discussed the repercussions of the new regulations reducing the amount of volunteers. Further discussion will continue before final approval at the June 15th Board meeting.

8.6 Action Item - Policy 248 UNLAWFUL HARASSMENT - PUPILS (Updated Language)

8.7 Action Item - Policy 348 UNLAWFUL HARASSMENT - EMPLOYEES (Updated Language)
Dr. Hollister presented two additional policies for the Board’s consideration for adoption. Policies 248 & 348 regarding unlawful harassment have been updated upon the recommendation of the Office of Civil Rights. He noted that changes were indicated by colored text for the Board to review and approve at the June Board meeting.

8.8 Information Item - Dr. Hollister will attend the International Society for Technology in Education in July located in Philadelphia this year.
Dr. Hollister will attend the International Society for Technology in Education in July located in Philadelphia this year. Two ELANCO teachers, Mr. Tim Leister and Mrs. Lynmarie Hilt are presenting at this conference.

Dr. Hollister informed the Board that he would attend the International Society Technology in Education conference in Philadelphia. He noted that Mr. Tim Leister and Mrs. Lynmarie Hilt would both be presenting at the conference multiple times. He mentioned that Superintendents have attended the conference in the past and have gain a great deal of valuable information.

9. Announcements

Dr. Heidi Zimmerman announced her retirement from the School Board of Directors of Eastern Lancaster County School District. She presented a letter to the Board President and fellow members thanking them for their service and friendship as well as thanking the Administration and Staff of the District.

Each Board member acknowledged the resignation of Dr. Heidi Zimmerman, thanking her for her valued counsel and many years of service as a Board member of Eastern Lancaster County School District.

Dr. Hollister also thanked Dr. Zimmerman for her service on behalf of the community and the students of the District.

President Yoder announced that the Committee would be reconvening advertising for the open Board seat for someone to complete the term for Dr. Zimmerman and then be placed on the ballot for election in November. The posting will be posted within thirty (30) days and was open to all residence to apply. He noted that the interviews would be held publicly.

President Yoder also announced Primary elections to be held on Tuesday, May 19th. He noted there were 5 seats up for reelection and urge the public to go out and vote.

Dr. Hollister informed the Board to rsvp to Mr. Johnson if they were attending this year’s graduation so that tickets could be acquired. He also announced that the student run Baccalaureate Service would be held on May 31st at 7:00 p.m.

10. Adjournment

Mr. Irvin made a motion to adjourn the meeting at 8:00 p.m. with a second by Mr. Wentzel. The motion was approved. (8-0; 1 absent)

Justin W. Johnson
School Board Secretary
May 11, 2015