



## Committee of the Whole Meeting

### August 11, 2014

### Minutes

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#### *Roll Call*

**Members in attendance were:** Jonathan Dahl, Glenn Hartz, Paul Irvin, Melissa Readman, Thomas Wentzel, Glenn Yoder, Jennifer Zeiset and Heidi Zimmerman

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

**Members not in attendance were:** Rodney Jones

**Staff/Public in attendance were:** Several citizens, employees and a member of the press also attended the meeting.

#### **1. Welcome and Call to Order**

President Yoder opened the meeting at 7:00 p.m. He noted that Vice President, Mr. Jones was absent.

#### **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.

#### Sharon Susa, Representative of American Cancer Society

Ms. Susa thanked the Board for allowing the Relay for Life to be held at Eastern Lancaster County School District this past year. Due to construction at Cocalico, the 16<sup>th</sup> Edition of Relay for Life would again be held at Garden Spot Campus on June 19<sup>th</sup> & 20<sup>th</sup> next year. Mrs. Suso thanked the Board again for allowing this to happen and encouraged the Board to ask any questions if there were any.

#### Lee Schaeffer, New Holland

Mr. Schaeffer, father of two past graduates of Garden Spot said a prayer.

#### **4. Approve Personnel Report**

Dr. Nadine Larkin noted that there was an addendum to the personnel report with additional teacher hires.

Kara Martin, Supervisor of Special Education and Gifted Services introduced Brittany Chernigo, the new Title I and Special Education Teacher at New Holland Elementary School.

Mrs. Zeiset made a motion to approve the personnel report with a second by Mr. Dahl. **The motion was approved.** (8-0; 1 absent) Mr. Jones was absent.

#### **5. Property and Services**

##### **5.1** Authorize the Chief of Finance and Operations to sign the Non Public Transportation Contracts for 2014-15

The cost per student increases by the increase in the transportation formula, which for 2014-15 is 1.5%. The total cost may vary depending on number of students transported.

##### **5.2** Approval of Bus Drivers (Public and Nonpublic) and Bus Assistants for the 2014-15 School Year

Each year we are required to approve the listing of all contracted transportation drivers and bus assistants.

##### **5.3** Approval to Enter the PlanCon Part J Approval Letter and Appended Materials for the Garden Spot HS/MS Project into the Minutes.

Mr. Ramsey explained the exciting news that the District has been approved for reimbursement of monies for the project at Garden Spot High and Middle Schools. There should be a total of \$604,971 of reimbursement that will be will fall into the 2014-2015 school budget that will later be discussed on disbursement. The District is still awaiting to see if reimbursements for Brecknock project will be approved.

##### **5.4** Information Items - Brecknock Project Update

Mr. Ramsey reported on the progress of the Brecknock Elementary School project. Currently the construction fence is down and surrounding area is in the process of clean up. Clean up should be completed by August 18, 2014. Minor facility projects will occur during the month of September and project should be fully completed by the end of that month. Mr. Ramsey also noted that both Mr. Neal Walsh, Director of Facilities and Kim Anderson, Principal of Brecknock should be commended for their accommodation and assistance with the construction project manager and crew throughout the project.

## **6. Program**

### **6.1 Approval of Affidavit of Guardianships for the 2014-2015 School Year**

### **6.2 Approve a four year contract with Lancaster-Lebanon Intermediate Unit 13 for a Literacy Audit K-12**

A Literacy Audit is used to:

- Identify areas of strengths and gaps in a district's literacy program.
- Define data-driven steps to improve the literacy environment and practices.
- Improve test scores and close achievement gaps.

The Audit includes two consultants (\$850 per day, per consultant)

The cost of the four year audit is \$173,400, and includes the following:

- Review of Mandated and local assessment data
- Curriculum materials review
- Assessment system review
- Kindergarten screening review
- Lesson planning review
- Data analysis
- Site Visits
  - Classroom literacy learning visits
  - Building principal interviews/core team meetings
  - District administrative meetings
  - Data team meetings
- Written Audit
  - Comprehensive program analysis
  - Rationale and recommendations

Focus grades of audit:

- Grades K-3 - 2014-2015
- Grades 4-6 - 2015-2016
- Grades 7-8 - 2016-2017
- Grades 9-12 - 2017-2018

### **6.3 Approve a Settlement Agreement for educational expenses for a student with special needs.**

### **6.4 Information Items.**

#### **District Comprehensive Plan Update**

The District has completed a District Level Needs Assessment as part of our Comprehensive Planning process required by the State of Pennsylvania. Next

steps are to develop goals and action plans to address the identified needs and get feedback on the identified needs and action plans from the District Planning Committee in late August/early September. Buildings will then develop action plans based on the individual building identified needs and tied to the District Level goals and action plans.

A final copy of the District Comprehensive Plan will be presented at the Board Meeting in October with Board approval needed at the November Board meeting.

## **7. Management**

### **7.1 Action Items**

Dr. Hollister presented to the Board the action item the approval of additional policies that are to be adopted into the Board policy manual due to school code changes before the beginning of the school year.

#### **a. Policy 218.1 WEAPONS**

This policy addresses violations related to weapons. Key updates to this policy are regarding reporting obligations of the school district and ensuring proper protocols are in place for Special Education students.

#### **b. Policy 218.2 TERRORISTIC THREATS**

This policy contains updated language making the Superintendent or designee more accountable for reporting and recording terroristic threats and ensuring that a proper protocol is in place dealing with Special Education students and terroristic threats.

#### **c. Policy 222 TOBACCO USE**

This policy contains updated language regarding the reporting of incidents of possession, use or sale of tobacco and proper protocol in dealing with Special Education students.

#### **d. Policy 246 STUDENT WELLNESS**

This policy contains significant changes because of recent changes in school code. This policy encourages a much more active wellness committee in the school district and commits the committee and the Superintendent to actions related to wellness throughout the school district. Most importantly, the management of food allergies in the school district as it relates to the safety of students. This policy will be adopted along with several administrative regulations (AR). Administrative Regulations help interpret policy meaning and provide direction for administrators to implement the policy at the building level. The administration is recommending the approval of AR04 & 9.

e. Policy 610 PURCHASES SUBJECT TO BID-QUOTATION

Minor changes are made to this policy related to the limits per school code required for obtaining quotations for services performed.

f. Policy 611 PURCHASES BUDGETED

This policy is an overall simplification of the existing policy containing semantic changes in language.

g. Policy 805.1 RELATIONS WITH LAW ENFORCEMENT

This policy is an addition to the policy to the Policy Manual. It outlines activities that are already occurring in the school district and makes them policy issues related to relationships with law enforcement agencies and submitting the Safe Schools report.

h. Policy 808 FOOD SERVICES

This policy contains semantic changes in language and further details the process for Free and Reduced Lunch priced meals, school food safety inspections, and school meal accounts.

i. Policy 810.2 USE OF VIDEO CAMERAS ON BUSES

Currently buses that serve students in Eastern Lancaster County School District contain bus cameras with audio. This policy permits the use of audio where it was not permitted previously based on school code and recent case law. This policy 810 is accompanied by AR 810.4-4 which outlines the responsibilities of students while riding district transportation.

j. 810-AR-4 STUDENT CONDUCT ON BUSES

**7.2 Information Items – None.**

**8. Announcements**

Dr. Hollister noted that this was a shortened summer due to the late dismissal in June and the early arrival of Labor Day. Teachers are starting earlier than ever with their first day of school on August 19<sup>th</sup>. Board members were invited to join teachers, staff and administration on the first day at breakfast at 7:15 a.m. and the general assembly at 8:30 a.m.

Dr. Hollister also mentioned that currently happening was training of the District paraprofessionals over the next three days and return of bus drivers for their first meeting of the year.

The first day of school for students is August 25<sup>th</sup>.

Dr. Zimmerman asked Dr. Hollister if the District was part of the enrollment of emigrant children from Central America. Dr. Hollister responded that the District was not, but would indeed welcome any of those enrollments if requested.

After announcements, a citizen requested an additional time for citizen comments which was consented by the board.

**Shannon Bauer, New Holland**

Mrs. Bauer thanked the Board for their comments at the last meeting and the decision they made regarding the marching band and their music choices. She had concerns with the replacement song and requested information on how the approval of the replacement song was reached.

Dr. Hollister responded to Mrs. Bauer's request informing her that the decision was made by himself as Superintendent and going forward there would be more guidance by administration in song decisions.

**9. Adjournment**

Mr. Irvin made a motion to adjourn the meeting at 7:35 PM with a second by Mr. Wetzel. **The motion was approved.** (8-0; 1 absent) Mr. Jones was absent.

Justin W. Johnson  
School Board Secretary  
August 11, 2014