



## Committee of the Whole Meeting

### March 14, 2016

### Minutes

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#### *Roll Call*

**Members in attendance were:** Jonathan Dahl, Paul Irvin, Dina Maio, Bryan Naranjo, Melissa Readman, Thomas Wentzel, Glenn Yoder, and Jennifer Zeiset

**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:** Members of the community and staff members of the district

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

President Yoder opened the meeting at 7:00 p.m.

#### **2. Moment of Silence/Reflection - Pledge of Allegiance**

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

#### **3. Citizens Comments**

##### Gary Buck, New Holland

Mr. Buck thanked the Board for their service and volunteering their time. He said a prayer.

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

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

## **5. Property and Services**

### **a. Action Item - Approve the Lancaster-Lebanon Intermediate Unit #13 General Operating Budget (GOB) Budget for 2016-17**

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

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

Mr. Ramsey informed the Board that they would need to approve the Lancaster Lebanon Intermediate Unit #13 Budget for the 16-17 school year. He noted that there would be a 0% increase of total expenditures in both the Core Program of Services Budget and Instructional Media Services Budget as well as no change in district contribution to the IU program.

### **b. Information Item - 2016-17 Budget Update**

Mr. Ramsey presented the Board with a Summary of the 2016-2017 District Budget noting that the preliminary budget was approved in January. He indicated that there would be a budget update at the April and May Committee of the Whole Meetings with the adoption of the Proposed Final Budget at the May Board Meeting and the Final Budget Approval at the June Board Meeting.

### **c. Information Item - Pay Off of 2014A Note and Refunding of 2015 Note Discussion**

Recommend the following:

- Payoff the remaining principal (\$2,845,000) on the 2014A Note in December 2016, which would save \$161,000 in interest over the remaining life of the note.
- Net cash outlay would be \$2,011,087 (\$2,845,000 total principal less \$833,913 in state reimbursement)
- Early payoff of the 2014A Note creates a hole in our debt service which allows us to shorten the life of the 2015 Note in February 2017
- Estimated total interest savings are \$220,000 on the Refunding/Restructuring of the 2015 Note
- Overall our debt is shortened by a year and a half
- Total annual budget for debt service would be reduced by about \$100,000 over the next 4 years.

Mr. Ramsey informed the Board of a possible early payoff of the District's 2014A Note that would shorten the life of the 2015 Note which in turn would shorten the District's debt ending in early 2021-2022. The Administration Team and the Board

discussed the possibilities and outcomes of the early payoff.

**d. Information Item - Per Capita Tax Elimination for 2016-17 Discussion**

Currently, ELANCO is 1 of 5 Districts that still levy a Per Capita Tax out of the 16 Districts in Lancaster County

Of the 5, 4 Districts are considering eliminating the tax

Total revenue (net of collection costs) is approximately \$160,000 with a 10% delinquency

Real Estate Tax Increase needed to fund the loss in revenue would be .08 mills (or .5%)

Amount of increase on the average residential assessment (\$144,344) is \$10.60

Mr. Ramsey informed the Board of the possibility of eliminating the Per Capita Tax for Eastern Lancaster County. He indicated that currently 4 out of the 5 surrounding school districts with the tax were considering eliminating the tax. Administration Team and the Board discussed the setbacks of the tax, the possibility of eliminating the Per Capita Tax and the outcomes.

**e. Information Item - Blue Ball Parking Lot Project Update**

Went out to bid on February 24, 2016

Bid Opening on March 23, 2016

Projected Construction Schedule:

- Start Construction - June 8, 2016
- Complete Construction - August 22, 2016

Mr. Ramsey updated the Board on the Blue Ball Elementary parking lot project indicating that the Township had approved the plans with some modifications, so that the District could move forward with collecting bids for the project. He noted that additional information would be provided at the next Board meeting. He informed the Board that the current timeline for the project as follows: Further discussion at the April Committee of the Whole Meeting, with final approval at the April Board Meeting and work beginning June 8 and ending August 22, 2016.

## **6. Program**

**a. Action Item - Approve the Assistant to the Superintendent to sign coaching contract with the Lanc/Leb IU13 for \$42,500 for the 16-17 school year.**

Lancaster-Lebanon IU13 is provide and instructional coach who will provide support and services to designated staff including:

- Assist in the development and implementation of instructional strategies,

curriculum and instruction to support rotational learning.

- Provide up to 50 days of services in the school district, including professional development, coaching, site visits, and planning meetings.
- Professional development will consist of the following areas:
  - Understanding the rotational learning model
  - Classroom Management
  - Lesson Planning
  - Data Driven Instruction
  - Content Provider Assistance/Training
    - Any content providers that are selected
  - Project Based Learning - Collaborative Station Ideas
  - Professional Development Work Days - Meeting the individual needs of the teachers.
- Instructional coaching will include the following services:
  - Classroom coaching
  - 1:1 teacher support
  - Small Group Instruction
  - Teacher pull out training days
  - Lesson planning and development, including lesson plan ideas, resources, and strategies provided throughout the school year
  - Meetings with school administrators to discuss progress and changes that need to occur
  - Ongoing consultation from the instructional coach through email, phone calls, Skype, etc.
  - Content provider support

**b. Action Item - Approve the Assistant to the Superintendent sign a contract with 95% Group for professional development at a cost of \$12,089.90.**

95% Group, Inc. will provide the following professional development for K-2 classroom teachers, special education teachers, Title One teachers, coaches and administration as outlined below:

- Three days of teacher training - June 9th, 10th, & 13th from 8:00 - 3:00.
- Training will consist of:
  - 1-day workshops offered to educators by grade-level. The purpose of the workshops is to convey common terminology and teach data analysis and grouping practices. Content

covered in the workshop include the following topics concerning data analysis and grouping:

- Interpreting student assessment data to identify students that are below banchmakr
  - Using diagnostic assessment data to pinpoint key deficit skill
  - Placing students in intervention groups based on skill deficit
  - Analyzing phonological awareness (Kindergarten-Grade 1) and phonics (Grade 2 and up) skills along a continuum from simple to complex
- The workshops are structured to cover diagnostic assessments, data and grouping in the morning and then provide an overview of intervention materials appropriate to each grade level in the afternoon.

Dr. Larkin informed the Board that she had two contracts for action items to be placed on the consent agent at the next Board Meeting. The first was the approval for her to sign the coaching contract with Lancaster Lebanon Intermediate Unit #13 for the 16-17 school year. She indicated that the current contract included 110 days for our rotational learning training and support and noted that the new contract only included 50 days due to the training of District coaches, building our internal capacity.

The second contract for approval was the contract with 95% Group for professional development for approximately 50 teachers, building principals at the elementary level K-2, and district level administration. This professional development is for building teachers' understanding of elementary reading foundations for implementation in the 16-17 year school. The implementation was prompted by a literacy audit conducted by the IU.

The Administration Team and Board discussed the possibility of extending professional development to local child care providers.

## 7. Management

**a. Action Item - Approve Friday, June 3, 2016 as official graduation date for the Class of 2016 at 6:30 p.m. in the High School Auditorium.**

Mr. Wentzel made a motion to approve, Friday, June 3, 2016 as the official graduation date for the class of 2016 at 6:30 p.m. in the High School Auditorium with a second by Mr. Naranjo. **The motion was approved. (8-0; 1 absent)**

**b. Action Item - Approve Board Meeting Schedule Dates for 2016-2017.**

Dr. Hollister presented the Board with the Board Meeting Schedule Dates for the 2016-2017 school year to be placed on the consent agenda at the next Board Meeting.

**c. Information Item - The District will conduct a pilot run of the student sign-on portion of the “Bus Track” system in early April.**

The District will conduct a pilot run of the student sign-on portion of the “Bus Track” system in early April. Letters will be distributed to the families involved in the pilot.

Dr. Hollister announced that the District would be piloting the “Bus Tracks” system that was presented to the Board earlier this year by Brightbill Transportation. He indicated that the plan was to start with two of the District’s buses at the secondary level with full implementation in the Fall of 2016.

**8. Announcements**

No Announcements.

**9. Adjournment**

Mr. Wentzel made a motion to adjourn the meeting at 7:40 p.m. with a second by Mrs. Zeiset. **The motion was approved. (8-0; 1 absent)**

Justin W. Johnson  
School Board Secretary  
March 14, 2016