

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, April 15, 2013, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 5, 2012.
- (2) President Anne Dall called the meeting to order at 7:00 p.m. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) President Anne Dall called for a moment of silence in honor of Boston marathon bombing victims.
- (4) On roll call by the secretary, the following board members were present: Mrs. Debra L. Bowman, Dr. Anne V. Dall, Ms. Vanessa Fischer; Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Peter N. Pyles, Jr., Mr. Thomas L. Schaffer, Mr. Paul Topping and Mr. Cornell Wilson. Also present were Dr. Marianne T. Bartley, superintendent of schools, Mrs. Mary A. Harrell, secretary; Mr. Curtis O. Richards, business manager and treasurer; and Mr. Harry W. Reed, solicitor.
- (5) Also present were Mr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Fred Shattls, director of ESL; Mr. Ted Graeff, chief information officer; Mr. Craig Boltz, director of buildings and grounds; Mr. Brian Hartman, assistant director of buildings and grounds; Mr. Josh Coatsworth, director of special education; Mr. Bill Giovino, high school principal; Mr. Charles Fairchild, project manager; Mr. George Horn and Mr. Joshua Golgowski, community members; and the following media representative: Mr. John Latimer of the Lebanon Daily News.
- (6) RESOLUTION #14921 - The minutes of the budget work session held on March 4, 2013; committee meeting held on March 11, 2013; and the regular meeting held March 18, 2013, were offered for consideration. It was moved by Mrs. Bowman and seconded by Mr. Pyles that the minutes be approved. All members voiced consent and so ordered.
- (7) Dr. Bartley began the superintendent's report by stating that the IU Convention went very well. Public school officials from throughout Lebanon and Lancaster counties gathered in the newly renovated atrium to celebrate the successes of public education. The event featured student led tours, musical entertainment by student musical organizations, a dinner and a panel presentation about Lebanon's Hybrid Learning Initiative.
- (8) Next, Dr. Bartley informed the board that we have been asked to host a Senate Education Hearing on Tuesday, April 23, 2013, from 1 to 5:30 PM. The Senate Education Committee, chaired by Senator Mike Folmer, will discuss Lebanon High School's blended learning program which combines traditional classroom learning with customized and guided Web-based instruction.

High School Principal, Bill Giovino, told the school directors that representatives from nearly twenty school districts have already visited Lebanon High School this year to see the hybrid learning program in action.

(9) In discussing the new trimester schedule at the high school, Bill Giovino explained that parents were invited to several meetings to receive information and ask questions. He stated that the meetings were not well attended by parents. Mr. Peter N. Pyles suggested that information be included in parent newsletters.

(10) Mr. Fairchild shared that the high school renovation project is close to being finished. There are a few details such as paving and painting that will be done after students are out of school. He said the auditorium is finished. There are some change orders on the agenda for approval.

(11) Mr. Brian Hartman explained the bidding process for the middle school roof replacement. Ads were placed and seven entered bids with J.M. Young and Sons, Inc., of Belleville, PA coming in with a bid of \$731,200. The target amount was \$750,000, so we were happy that the bid came in under the expected amount.

(12) Next, Dr. Bartley mentioned that the volunteer breakfast was well attended and everyone had a great time.

(13) Rotary's Four Way Test Winners are as follows:

- a. Shilesky Montalvo – LHS
- b. Amy Warlow – CC
- c. Linus Morales – LHS

The next level is on April 27, 2013.

(14) Today is "Purple Up! For Military Kids". Everyone was encouraged to wear purple on April 15th, as a visible way to show support and thank military children for their strength and sacrifices. Purple is the color that symbolizes all branches of the military.

(15) The district filled out an application to become a Fit-Friendly work place and won. This is sponsored through the American Heart Association. We shared that we have access to healthy foods and rails to trails. This is a good recognition for us.

(16) Dr. Bartley shared the following important district events:

- The LHS Vocal Concert is on Tuesday, April 16 at 7:30 p.m. in our atrium.
- The Elementary District Spelling Bee will be on Wednesday, April 24 at 6:00 p.m. at Harding Elementary.
- The Instrumental Concert will be held on Tuesday, May 7 at 7:30 p.m. in the Auditorium

- (17) Dr. Bartley shared the following staff and student recognitions:
- Three seniors from this year's boys basketball team recently received accolades from this past season:
 - **Josh Spaulding** was named a 1st Team All-Star for Section 2 of the LL League.
 - He was also named to the All-Defensive Team for Section 2.
 - **Drey Murray** was named a 3rd Team All-Star for Section 2 of the LL League.
 - **Evan Zimmerman** was named a Scholar-Athlete All-Star for the LL League.
 - Coach Speraw was named coach of the year by the Patriot sports writers.
 - Zac Norman just recently broke the school record in the pole vault, 13'8". Congratulations also to Coach Steve Richards for his leadership in developing Zac to reach this milestone.
 - Jessica Ashworth - NASRO Update - the journal has been printed, and we should be receiving copies soon. Jessica was also invited to attend the conference in Orlando, FL to be recognized at the opening ceremony, and IASRO and NASRO will be putting the painting on their conference T-shirts. The shirts will be a \$10 donation for Sandy Hook, which is wonderful. Jessica has asked if we will have the opportunity to purchase the shirts as well.
 - Nico Toe, 5th Grade, Southeast - won the "Realizing the Dream" writing essay contest.
 - Allie Parr, Southeast - won the elementary division of the Lebanon Community Library's poetry contest with her poem, "Ode to Ice Cream".
- (18) RESOLUTION #14922 - The treasurer's report for the month of March 2013, was presented for consideration. Mr. Pyles made a motion, seconded by Mr. Kuhn, that the board approves the treasurer's report and records it as a part of the minutes. All members answered aye and the motion carried.
- (19) RESOLUTION #14923 - Acting upon certification of the treasurer, a motion was made by Mr. Kuhn and seconded by Mrs. Kotay, that the board approves the payment of bills payable from March 1, 2013 to March 31, 2013 as listed, ratify the payment of invoices mentioned in the letter of certification, and take care of all other matters regarding the payment of invoices, including acceptance of the letter of certification, and record the financial statements as a part of the minutes of this meeting. All members answered aye and the motion carried.
- (20) RESOLUTION #14924 - A motion was made by Mr. Schaffer and seconded by Mr. Pyles to accept the Cedar Foundation summary report,

student activity fund report, scholarship fund report, food service report, and Phillips Copy Center report for March, 2013, as presented. All members answered aye and the motion passed.

- (21) There was no communications report.
- (22) Attorney Bill Reed reported that the Lebanon School District, Annville-Cleona, ELCO, Cornwall-Lebanon and the Lebanon County EIT are joined as additional defendants in the EIT over/under lawsuit, by the five overpaid municipalities that did not sign an agreement.
- (23) RESOLUTION #14925 – Mr. Schaffer made a motion, seconded by Mrs. Bowman, to grant permission to submit applications for the following state and federal grants for the 2013-2014 school year.

Title I
Title II
Title III
School Improvement

The motion passed with a unanimous vote.

- (24) RESOLUTION #14926 – Mr. Pyles made a motion, seconded by Mrs. Kotay, to grant approval to exonerate Julie Clouse, West Lebanon Tax Collector, from further collection of the 2012.2013 Per Capita and Occupation Flat Taxes and authorize Powell, Rogers and Speaks to begin delinquent collections of the outstanding 2012.2013 Per Capita and Occupation Flat Taxes. The motion passed with a unanimous vote.
- (25) RESOLUTION #14927 – Mr. Pyles made a motion, seconded by Mr. Topping, to grant approval to exonerate Berkheimer, Lebanon City Tax Collector, from further collection of the 2012.2013 Per Capita and Occupation Flat Taxes and authorize Powell, Rogers and Speaks to begin delinquent collections of the outstanding 2012.2013 Per Capita and Occupation Flat Taxes. The motion passed with a unanimous vote.
- (26) RESOLUTION #14928 – Mr. Kuhn made a motion, seconded by Mrs. Kotay, to grant approval of the following Resolution identifying and authorizing the Superintendent of Schools to sign electronic agreements with the Department of Education:

BE IT RESOLVED, by authority of the **Board of School Directors** of the **Lebanon School District**, and it is hereby resolved by authority of the same, that **Marianne T. Bartley, Ed. D.**, who is the **Superintendent of Schools** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten

signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **Board of School Directors** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not to contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

The motion passed with a unanimous vote.

- (27) RESOLUTION #14929 - Mr. Kuhn made a motion seconded by Mr. Pyles to grant approval of payment of invoice number 17 from Beers and Hoffman in the amount of \$1,984.50 for 6.3 hours of project coordination and 10.3 hours of engineering services on the auditorium renovation during the time period between February 3 through March 2, 2013. The motion passed with a unanimous vote.
- (28) RESOLUTION #14930 - Mr. Pyles made a motion seconded by Mr. Kuhn to grant approval of payment of invoice number 58 from Beers and Hoffman in the amount of \$12,402.18 for 33.5 hours of architectural services, 68 hours of engineering services plus billable expenses for post HS renovation contract services during the time period between February 3 and March 2, 2013. The motions passed with a unanimous vote.
- (29) RESOLUTION #14931 - Mr. Kuhn made a motion seconded by Mrs. Kotay to grant approval of payment of invoice #3042 to Fairchild Services in the amount of \$9,867.25 for services rendered during the month of March

per the breakout provided that includes 125.5 hours of clerical services, 66 hours of site monitoring and 36.75 hours of services by a principal plus reimbursable expenses. The motion passed with a unanimous vote.

- (30) RESOLUTION #14932 – Mr. Schaffer made a motion seconded by Mrs. Kotay, to grant approval of payment of the enclosed change orders for the high school renovations project for April, 2013, in the amount of \$238,590.24.

This approval of all change orders over \$18,500 is contingent upon their submission to and approval from the Pennsylvania Department of Education through the "Part I: Interim Reporting Board Transmittal" in which the board certifies that the attached materials were approved for submission to the Pennsylvania Department of Education prior to entering into contract for the attached change order(s)/supplemental Contract(s) by board action.

The following vote was recorded:

Mrs. Bowman	Yes	Dr. Dall	Yes	Ms. Fischer	Yes
Mrs. Kotay	Yes	Mr. Kuhn	Yes	Mr. Pyles	Yes
Mr. Schaffer	Yes	Mr. Topping	Yes	Mr. Wilson	No

The motion passed.

- (31) RESOLUTION #14933 – Mr. Schaffer made a motion seconded by Mrs. Kotay, to grant approval of PlanCon Part K for the General Obligation Bond Series of 2013 for submission to PDE. The motion passed with a unanimous vote.

- (32) RESOLUTION #14934 – Mr. Schaffer made a motion seconded by Mrs. Kotay, to grant approval of contract with Barque Solutions Group in partnership with School Gate Guardian to provide a visitor management system. This is an additional layer of security to help keep our students safe. The motion passed with a unanimous vote.

- (33) RESOLUTION #14935 – Mr. Schaffer made a motion seconded by Mrs. Bowman, to grant approval of a Supplemental Education Services contract between the district and Attain Learning Center, New Cumberland, PA, for the remainder of this school year, June 30, 2013, pending receipt of all supporting documentation. This is required through Title I.

The following vote was recorded:

Mrs. Bowman	Yes	Dr. Dall	Yes	Ms. Fischer	Yes
Mrs. Kotay	Yes	Mr. Kuhn	Yes	Mr. Pyles	Yes
Mr. Schaffer	Yes	Mr. Topping	Yes	Mr. Wilson	No

The motion passed.

- (34) RESOLUTION #14936 – Mr. Schaffer made a motion seconded by Mr. Topping, to grant approval to award the middle school roof replacement and

cap stone covering to J.M. Young and Sons, Inc. of Belleville, PA, at a bid price of \$731,200. Funds will be drawn from the General Fund Budgetary Reserve for this project. The motion passed with a unanimous vote.

- (35) RESOLUTION #14937 – A motion was made by Mr. Schaffer and seconded by Mr. Kuhn for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda as follows:

1. RETIREMENT RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
A. ADMINISTRATIVE		
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE		
C. CLERICAL		
D. FOOD SERVICE		
E. MAINTENANCE		

Bender, James	District Maintenance 14 years	Retirement	3/29/2013
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- F. PARAPROFESSIONAL
G. SECURITY

2. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
A. ADMINISTRATIVE			
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE			
Heckard, Nicholas	SE Grade 3	Personal	6/7/2013
Robinson, Emily	HH LTS .5 Speech	Personal	4/26/2013
C. CLERICAL			
E. FOOD SERVICE			
F. MAINTENANCE			
F. PARAPROFESSIONAL			

Dibblee, Catherine	LHS Emotional Support Paraprofessional	Personal	3/29/2013
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G. SECURITY

H. OTHER

Schafer, Tracey	District Technology Associate	Personal	5/2/2013
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3. NON-ACCEPTANCE

4. APPOINTMENTS

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>Assignment</u>	<u>Prev Emp in LSD</u>	<u>New/ Replace</u>	<u>Proposed Rate</u>	<u>Effect Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

G. SECURITY

H. OTHER

5. RE-APPOINTMENTS

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

Hartman,	Assistant	Director of	\$80,000/yr.	7/1/2013
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Brian Director of Building &
 Building & Grounds
 Grounds

- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE
- C. CLERICAL
- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL

Maldonado, Denise	LHS Personal Care Assistant	LHS Emotional Support Paraprofessional	\$10.50/hr.	4/2/2013
Schneck, Wendy	HH Personal Care Assistant	NW Personal Care Assistant 7hrs./day	No Change	4/2/2013

- G. SECURITY
- H. OTHER

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
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- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE
- C. CLERICAL
- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY

8. EXTRA PAY FOR EXTRA DUTY

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
A. RESIGNATION			
B. DELETION			
C. APPOINTMENT			
D. REVISION			

9. INCOME PROTECTION

10. LEAVE OF ABSENCE WITH APPROVAL

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Heagy, William	Custodian	Consecutive	3/4/2013 – 3/15/2013
Miller, Roy	Custodian	Consecutive	3/4/2013 – 5/24/2013
Winters, Kristin	Speech	Consecutive	3/25/2013 – 3/28/2013

11. OTHER PERSONNEL RECOMMENDATIONS

- A. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers, pending receipt of all required documents-See Exhibit A
- B. Appoint the following persons at the established rate of \$100.00 per day, as day-to-day substitute teachers, subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>Effective Date</u>
Clark, Matthew	4/4/2013
Miller, Lindsey	4/8/2013
Staudt, Lindsey	5/1/2013

- C. Appoint the following substitute support staff, as indicated, subject to assignment and pending the required documentation

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
Davis, Stacey	Custodian	\$9.30/hr.	4/15/2013
Fontanez, Robert	Security	\$8.50/hr.	4/8/2013
Freeman, Cheryl	Paraprofessional	\$8.50/hr.	4/8/2013
Haverneck, Trudy	Paraprofessional	\$8.50/hr.	4/8/2013
Henry, Kelsey	Paraprofessional	\$8.50/hr.	5/1/2013
Henry, Kelsey	Secretary	\$9.50/hr.	5/1/2013

- D. Appoint Brenda Perez as an interpreter at the rate of \$25/hr., (outside regular work hours) effective 4/8/2013
- E. Appoint Joy Brown as the dental hygienist for the 2013-2014 school year at a rate of \$35/hr. effective 7/1/2013
- F. Appoint Joy Brown to perform dental examinations under the supervision of Dr. David Steinke for the 2013-2014 school year at a rate of \$50/hr. effective 7/1/2013
- G. Appoint Dr. Joan Villa Brandt as a dentist for the 2013-2014 school year at a rate of \$65/hr. effective 7/1/2013
- H. Appoint Dr. David Steinke as a dentist for the 2013-2014 school year at a rate of \$65/hr. effective 7/1/2013
- I. Approve the following persons to receive payment as indicated for the 2012-2013 LHS Musical Pit Honorariums-see Exhibit B
- J. Approve Carmella Friend for one half hour of breakfast duty on approved student days as needed; exclusive to her current position.
- K. Approve Emily Robinson for extra hours worked at the rate of \$30/hr. (outside regular work hours), effective 3/23/2013 – 4/5/2013
- L. Remove the following substitutes

<u>Name</u>	<u>Effective Date</u>
Bernard, Brian	4/9/2013
Elnager, Safia	4/1/2013
Marquez Pauleus, Ana	4/1/2013
Pauleus, Jiverson	4/1/2013
Tiru, Karen	4/1/2013

12. AMEND THE FOLLOWING

- A. Amend Ashley Conzelmann's LMS LTS Special Education assignment dates to 12/17/2012-3/1/2013
- B. Amend Nina Gates's LTS Gifted Teacher assignment end date to the end of the 2012-2013 school year
- C. Amend the approved leave of absence dates for Kelly Morgenstern to 3/18/2013 – 6/5/2013
- D. Amend Erin Bird's LTS Itinerant Special Education assignment date to begin on 3/19/2013
- E. Amend Jenna Reich's return to work date to 4/29/2013
- F. Rescind the removal of substitute teacher Annet Torres Martinez

G. Amend Jacqueline Lenich's approved leave of absence return to work date to 5/6/2013

The motion passed with a unanimous vote.

- (36) RESOLUTION #14938 - A motion was made by Mr. Kuhn and seconded by Mr. Pyles to grant approval of the Lebanon High School Course Selection Guide for the 2013-2014 School Year. The motion passed with a unanimous vote.
- (37) RESOLUTION #14939 - A motion was made by Mr. Kuhn and seconded by Mr. Topping to grant permission to amend the 2012-2013 school calendar to reflect an early dismissal on April 10, 2013, for the high school only. The motion passed with a unanimous vote.
- (38) RESOLUTION #14940 - A motion was made by Mr. Schaffer and seconded by Mrs. Bowman to grant approval of new course for Lebanon High School, Principles of Accounting - Accounting 101. The motion passed with a unanimous vote.
- (39) RESOLUTION #14941 - A motion was made by Mrs. Bowman and seconded by Mr. Schaffer to grant approval of new course for Lebanon High School, MicroSoft Office Specialist Certification. The motion passed with a unanimous vote.
- (40) RESOLUTION #14942 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of first reading of Revised Board Policy 127 - Evaluation of Educational Programs. The motion passed with a unanimous vote.
- (41) RESOLUTION #14943 - A motion was made by Mr. Schaffer and seconded by Mrs. Bowman to grant approval of first reading of Revised Board Policy 217 - Graduation Requirements. The motion passed with a unanimous vote.
- (42) The president requested board members to remain for an executive session to discuss a litigation matter and personnel matters following the meeting.
- (43) With no further business to come before the board at this time, a motion was made by Mrs. Kotay and seconded by Mr. Wilson that the meeting adjourn. All members voiced consent and President Schaffer declared the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board

Exhibit A
Volunteers
April 15, 2013

Name

Bones, Jodi D.
Bretz, Kathleen A.
Connatser, Tracy L.
Cortes, Jessica L.
Cramer, Lisa A.
Crespo, Victor T.
Hernandez, Rosa N.
Kraft, Matthew J.
Long, Christopher D.
Miller, Kim M.
Montalvo, Melanie N.
Morey, Jane P.
Prester, Eileen
Prester, Michael
Robinson, Antria
Rodriguez, Nilsa
Simmons, Mary A.
Snyder, Sunshine C.
Thomas, Andrea J.
Wolfe, Stacey M.
Zeigler, Jeffrey A.
Zeigler, Racheal M.

Exhibit B
Musical Pit Honorariums
April 15, 2013

<u>Name</u>	<u>Stipend</u>
Brandt, Greg	\$300
Chinnici, Kristin	\$300
Groft, Lindsay	\$200
Hartman, Kris	\$200
Hoover, Dan	\$300
Johnston, John	\$200
Meashey, Steve	\$300
Mitchell, Jessica	\$300
Strunk, Sarah	\$300
Warfel, Dave	\$300
Witmyer, Krystyn	\$200