

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, January 16, 2017, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 7, 2016.
- (2) President Peter N. Pyles, Jr. called the meeting to order at 7:00 PM. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call, the following board members were present: Mrs. Debra Bowman, Mrs. Ashley Cessna, Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Cesar Liriano, Mr. Robert Okonak, Mr. Peter N. Pyles, Jr., Mr. Thomas L. Schaffer and Mr. Paul M. Topping. Also present were Dr. Marianne T. Bartley, superintendent of schools; Mrs. Mary A. Harrell, secretary; Mr. Curtis O. Richards, business manager and treasurer.
- (4) Also present were Dr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Mike Murphy assistant to the superintendent for assessment and accountability; Mr. Fred Shattls, director of ESOL; Mr. Shawn Canady, chief information officer; Mr. Brian Hartman, director of buildings and grounds; Mr. Joshua Coatsworth, director of special education; Representative Frank Ryan; and the following media representative: Mr. John Latimer of the Lebanon Daily News.
- (5) RESOLUTION #15545 - The minutes of the re-organizational meeting held on December 5, 2016 were offered for consideration. It was moved by Mr. Schaffer and seconded by Mr. Topping that the minutes be approved. All members voiced consent and so ordered.
- (6) Mrs. Kotay announced that board members would find in their packet hearing reports for the following recently conducted disciplinary hearings:

Case 2016-2017 - #22
Case 2016-2017 - #23
Case 2016-2017 - #24
Case 2016-2017 - #25
Case 2016-2017 - #26
Case 2015-2016 - #57 Amendment
- (7) Mrs. Kotay, chairperson of the Board Committee on Suspension and Expulsion of Students, stated a recommendation is included from the committee on suspension and expulsion of students on the hearing reports. Copies of the hearing reports are included with these minutes. She thanked Tom Schaffer for attending the hearings.

- (8) RESOLUTION #15546 - It was moved by Mrs. Kotay and seconded by Mr. Schaffer to accept the committee's recommendations as set forth in the hearing reports. The motion passed with a unanimous vote.
- (9) Dr. Bartley began her superintendent report by stating that today is the birthday of Martin Luther King, Jr. We acknowledge his wonderful contributions to the USA. Dr. Bartley shared this quote by Dr. Martin Luther King: "Intelligence plus character - that is the goal of true education."
- (10) Dr. Bartley and Mr. Richards shared a document from PSBA about the Implications of Property Tax Elimination for Taxpayers. Mr. Richards will be meeting with Senator Folmer to discuss this topic. We are working with our legislative group and we will share more information about this in February.
- (11) Dr. Bartley shared a letter that she received from the PDE consultants for Chapter 339. The letter gave accolades to our counseling team, headed up by Mr. Karl Liedtka, for developing a commendable and innovative counseling program for all students and community stakeholders. Our document was a model for the state.
- (12) Dr. Bartley announced that our Rotary Interact Club students traveled to the Dominican Republic with Dr. Alley. They made amazing connections. This was a mission trip to assist with eye surgeries.
- (13) Dr. Bartley provided hard copies of Chapter 3 of the GLCP book.
- (14) Dr. Bartley thanked the following businesses who donated to the Cedar Foundation and took advantage of the EITC Tax Credit Program:

	Business	Contributions
10/3/2016	Phillips Capital	\$5,000
11/21/2016	Waste Management	\$5,000
12/5/2016	First National Bank of PA	\$2,000
12/7/2016	Fulton Bank	\$4,000
12/22/2016	Rhoads Energy-Vincent R. Boltz	\$500
12/22/2016	First Citizens Bank	\$7,500
12/23/2016	Nutrition	\$1,000
1/3/2017	Weis Markets	\$1,500
		\$26,500

- (15) Dr. Bartley announced the Rotary Students of the Month for December and January:
1. Megan Deck – December
 2. Essam Maatook – December
 3. Yoanna Taveras Ramirez – January
 4. Patrick David Bray – January
- (16) RESOLUTION #15547 – The treasurer’s report for the month November 2016 and December 2016 was presented for consideration. Mr. Schaffer made a motion, seconded by Mrs. Kotay, that the board approves the treasurer’s reports and record them as a part of the minutes. All members answered aye and the motion carried.
- (17) RESOLUTION #15548 – Acting upon certification of the treasurer, a motion was made by Mr. Schaffer and seconded by Mr. Topping, that the board approve the payment of bills payable for November 2016 and December 2016, 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.
- (18) RESOLUTION #15549 – A motion was made by Mr. Schaffer and seconded by Mr. Topping to accept the Cedar Foundation report, student activity fund, scholarship fund, food service fund, and Phillips Copy Center report for November 2016 and December 2016 as presented. All members answered aye and the motion passed.
- (19) There were no communications, no solicitor’s report and no federal and state projects to report on.
- (20) RESOLUTION #15550 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval to retain the IU13 to assist the Lebanon School Board in the search for a new superintendent, and authorize the School Board President to execute the necessary contracts/agreements to engage the services and immediately commence the search. All members answered aye and the motion carried.
- (21) RESOLUTION #15551 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval to accept the following Resolution approving the Preliminary Budget and authorizing Referendum Exception and Notice of Final Budget:

RESOLVED, by the Board of School Directors of Lebanon School District, as follows:

The Proposed Preliminary Budget of the Lebanon School District for the 2017-2018 fiscal year on form PDE 2028 as presented to the

School Board is adopted as a Preliminary Budget Proposal for the Lebanon School District General Fund. The Administration and School Board will continue review of budget components, and the Preliminary Budget may be revised prior to adoption of a Final Budget for the 2017-2018 fiscal year.

The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 3.9%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

The School District shall continue to make the Preliminary Budget Proposal available for public inspection, and shall make the Proposed Final Budget in its then current form available for public inspection at least 20 days before the date scheduled for adoption of the Final Budget.

At least 10 days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

School District officials shall take all action necessary or appropriate to carry out the intent of this resolution.

The following vote was recorded:

Mrs. Debra Bowman – Yes	Mrs. Ashley Cessna – Yes
Mrs. Rose Marie Kotay – Yes	Mr. Mike Kuhn – Yes
Mr. Cesar Liriano – No	Mr. Robert Okonak – Yes
Mr. Peter N. Pyles, Jr. – Yes	Mr. Tom Schaffer - Yes
Mr. Paul Topping – Yes	

Yes 8 No 1 Absent 0 Abstain 0

The motion passed.

- (22) RESOLUTION #15552 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval of the Business Resolution of Authority to designate First National Bank as the depository for the funds of the Lebanon School District and the Cedar Foundation. The motion passed with a unanimous vote.

- (23) RESOLUTION # 15553 – Mr. Schaffer made a motion, seconded by Mr. Topping, to grant approval of and approval to submit PlanCon Part H, Project Financing for the Northwest Elementary School Building Project to the Pennsylvania Department of Education for their review and approval. The motion passed with a unanimous vote.
- (24) RESOLUTION # 15554 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval of Change Order No. GC PCO-1R for the Northwest Elementary School new building project for E.R. Stuebner, Inc., in the amount of \$13,552.47. The original cost was \$43,044.97 (cost to handle fill material not accounted for in contract drawings) minus \$15,152.50 (credit to replace 10” of asphalt paving stone base with imported shale material) minus \$14,340.00 (credit to replace non-woven geotextile soil marker material with Tenex netting material for soil marker); and grant approval of Change Order No. GC PCO-2 for the Northwest Elementary School new building project for E.R. Stuebner, Inc., in the amount of \$2,155.79 to install polywrap sleeve over ductile iron waterline piping as recommended by the City of Lebanon Water Authority due to nature of onsite soils; and grant approval of Change Order No. MC PCO-1 for the Northwest Elementary School new building project for Midline Mechanical, LLC, a credit in the amount of (\$8,000.00) for use of an alternate manufacturer for the underground air ductwork proposed. The motion passed with a unanimous vote.
- (25) RESOLUTION # 15555 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval to award the bid for the Wireless Microphone System in the High School Auditorium to Premier Production Services, Inc. at a cost of \$18,135.24. The installation will be completed no later than February in time for the high school musical. The motion passed with a unanimous vote.
- (26) RESOLUTION # 15556 – Mr. Schaffer made a motion, seconded by Mrs. Kotay, to grant approval to establish the Tax Collectors Rate of Compensation covering a four-year term from January 2018 through December 2021 per the attached letter dated January 9, 2017. The motion passed with a unanimous vote.
- (27) RESOLUTION #15557 – A motion was made by Mr. Schaffer and seconded by Mr. Topping 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>
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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

2. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</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

Cheresini, Sable	LHS Personal Care Assistant 6.5 hours/day	Terminated	11/18/2016
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Rivera Perichi, Jose	HH Personal Care Assistant 6.5 hours/day	Personal	12/9/2016
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- G. SECURITY

Rodriguez, Rafael	NW Security Guard 7.5 hours/day	Personal	1/9/2017
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- H. OTHERS

3. NON-ACCEPTANCE

4. APPOINTMENTS

Subject to assignment by the superintendent

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

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

Snyder, Alayna	SE	N	Y	\$47,885/yr. prorated for the number of days worked	1/4/2017-
	LTS				3/10/2017
	K4				

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

De La Rosa, Aliradel	LHS	N	Y	\$10.00/hr.	12/19/2016
	Personal Care Assistant 6.5 hours/day				

Martinez- Ramirez, Katherine	SW	Y	N	\$11.50/hr.	12/12/2016- 6/6/2017
	Grade 1 Paraprofessional 6.5 hours/day				

G. SECURITY

Calderon Andino, Norah	LHS	N	Y	\$10.05/hr.	1/18/2017
	Security Guard 7.5 hours/day				

Rodriguez, Rafael	NW	Y	Y	\$10.05/hr.	1/3/2017
	Security Guard 7.5 hours/day				

H. OTHER

5. RE-APPOINTMENTS

- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE
- C. CLERICAL
- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY
- H. OTHER

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
A. ADMINISTRATIVE				
B. PROFESSIONAL				
C. CLERICAL				
D. FOOD SERVICE				
E. MAINTENANCE				
F. PARAPROFESSIONAL				
Berrios, Nadia	LMS Personal Care Assistant 6.5 hours/day	SW Grade 1 Paraprofessional 6.5 hours/day	\$11.50/hr.	1/3/2016- 6/6/2017
Ruiz De Porras, Yvette	LMS Personal Care Assistant 6.5 hours/day	SW Grade 1 Paraprofessional 6.5 hours/day	\$11.50/hr.	1/3/2017- 6/6/2017
G. SECURITY				
H. OTHER				

7. CHANGE OF STATUS

Subject to assignment by the superintendent.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
A. ADMINISTRATIVE				
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE				
Patches, Kendra	Day-to-Day Substitute	SW LTS K5	\$47,885/yr. prorated for the number of days worked	3/15/2017-Last student day of the 2016-2017 School Year
C. CLERICAL				
D. FOOD SERVICE				
E. MAINTENANCE				
F. PARAPROFESSIONAL				
Cruz, Natasha	Day-to-Day Substitute Paraprofessional	HD Emotional Support Paraprofessional	\$16.95/hr.	1/3/2017
Evans, Jody	Day-to-Day Substitute Paraprofessional	LMS Personal Care Assistant	\$10.00/hr.	1/3/2017
Mejias, Socorro	Day-to-Day Substitute Paraprofessional	HH Personal Care Assistant	\$10.00/hr.	12/22/2017
Miller, Lindsey	LHS LTS Teacher	LHS ESOL Teacher Assistant	\$15.50/hr.	1/4/2017
G. SECURITY				
H. OTHER				
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>
	Allwein, Melissa	SW K5	Consecutive	3/17/2017- 6/5/2017
	Azeles, Cara	LMS Social Studies	Consecutive	2/13/2017- 3/13/2017
	Bowman, Shawn	District Network Administrator	Consecutive	12/1/2016- 1/06/2017
	Brown, Tammy	NW Grade 2	Consecutive	12/16/2016- 1/2/2017
	Fenton, Ruth Ann	SW K5	Consecutive	12/27/2016- 1/13/2017
	Kalyan, Edward	LMS Communication Arts	Intermittent	11/30/2016- 1/30/2017
	Keisch, Craig	Maintenance	Consecutive	11/17/2016- 1/3/2017
	Klingler, Robert	LMS Custodian	Consecutive	12/8/2016- 3/8/2017
	Lane, Kim	SW Paraprofessional	Consecutive	12/8/2016- 1/13/2017
	Minnich, Kathryn	Buildings & Grounds Administrative Assistant	Consecutive	12/13/2016- 1/3/2017
	Norman, Robert	LHS Industrial Arts	Consecutive	11/30/2016- 1/10/2017

11. OTHER PERSONNEL RECOMMENDATIONS

- A. Approve Donna Miller to work an additional one half hour, as needed, during the 2016-2017 school year. Due to additional ESOL responsibilities at Henry Houck Elementary School, paid through ESOL funds.
- B. Approve Bret Hertzog as the Spring 2017 Business Office Intern at no cost to the district.
- C. Approve Donna Meade and Melissa Woodward to work additional hours with a special needs high school student during extra-curricular activities, at their current hourly rate for the 2016-2017 school year.
- D. Approve the following persons to alternate as a personal care assistant for a special needs high school student during extra-curricular activities, at the rate of \$10.00/hr. for the 2016-2017 school year:

Name

Gonzalez, Myrna
Hernandez, Cristal

- E. Approve the following paraprofessionals to work an additional one half hour, as needed, at their current hourly rate, during the 2016-2017 school year, due to additional responsibilities:

<u>Name</u>	<u>School</u>
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Berrios, Nadia	SW
Ruiz De Porras, Yvette	SW

- F. Approve the following persons as 2016-2017 new teacher mentors at a stipend of \$1000/yr.

Name

Britto, Kristen
Dasher, Barbara
Forgotch, Rachel
Frederick, Ryan
Garver, Jennifer
Ramirez, Sabrina
Rivera Moraes, Diana
Shay, Laurie

- G. Appoint Marc Shoenfelt as a 2016-2017 Assistant Varsity Baseball coach at a stipend of \$3,249/yr.

- H. Appoint Melissa Sauer as the NW 21st Century Program site coordinator for the remainder of the 2016-2017 school year at a stipend of \$500/yr.
- I. Appoint Jessica Mitchell as the 2016-2017 Chamber/Orchestra Director at a stipend of \$625/yr.
- J. Appoint Samuel Trimmer as a 2016-2017 Volunteer Assistant Varsity Bowling Coach.
- K. Appoint the following persons as an interpreter at the rate of \$25.00/hour (outside regular work hours).

<u>Name</u>	<u>Effective Date</u>
Angelatos, Maria	1/17/2017
Aponte, Mariluz	1/17/2017

- L. Appoint the following persons at the established rate of \$120 per day, as a day-to-day substitute teacher, subject to assignment by the superintendent:

<u>Name</u>	<u>Effective Date</u>
Bucks, Robert	1/10/2017
Pagan-Stacks, Marielys	1/12/2017
VanLeuvan, Molly	12/19/2016
Whitmore, Sandy	1/10/2017

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

<u>Name</u>	<u>Assignment</u>	<u>Rate</u>	<u>Effective Date</u>
Bishop, William	Security Guard	\$9.60/hr.	12/12/2016
Colon, Rachel	Paraprofessional	\$9.60/hr.	12/12/2016
Gonzalez, Ryan	Paraprofessional	\$9.60/hr.	12/2/2016
Gonzalez, Ryan	Personal Care Assistant	\$9.60/hr.	12/2/2016
Gonzalez, Ryan	Secretary	\$10.60/hr.	12/2/2016
Moyer, Katy	Paraprofessional	\$9.60/hr.	1/17/2017
Moyer, Katy	Personal Care Assistant	\$9.60/hr.	1/17/2017

- N. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers:

<u>Name</u>
Boyer, Beth M.
Diaz, Julianna

Gonzalez, Wilson G.
Granger, Deborah A.
Hertzog, Bret J.
Hoffman, Heather L.
Horn, George M.
Lash, Samantha J.
Leahey, Pamela T.
Liriano, Cesar B.
Mousa, Heba M.
Mowery, Kate M.
Ocasio III, Jorge
Sepulveda-Castillo, Ivan
Smith, Ellen M.

- O. Rescind the appointment of Daniel Rau as the 2016-2017 LMS LDC Coordinator
- P. Rescind the appointment of Tara Maya as the 2016-2017 HD Student Government Co-Advisor
- Q. Remove Colleen Reilly as a substitute paraprofessional effective 12/14/2016

12. AMEND THE FOLLOWING

- A. Amend Kaitlyn Day's leave of absence dates to 1/12/2017 - 3/10/2017.
- B. Amend Christa Wenrich Ribera's stipend as the NW 21st Century Program site coordinator to \$500/yr.
- C. Amend Laura Creek's assignment effective date to 1/9/2017

The motion passed with a unanimous vote.

(28) RESOLUTION #15558 - A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant permission for a high school student to graduate early. The student has met the criteria for early graduation, as stated in School Board Policy #217, and will graduate with the Class of 2017. The motion passed with a unanimous vote.

(29) RESOLUTION #15559 - A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant permission to accept the following drivers from D. B. Fisher Student Transportation to provide transportation services to the Lebanon School District during the 2016-2017 school year. Documentation has been provided to the Business Office as required by contract to certify the drivers listed meet the requirements to transport students:

Roy Craig
Jesse Lehman
Bradly Ream

Cory Fetzer
Katie Risser

Jennifer Frank
Kenneth Brown

The motion passed with a unanimous vote.

- (30) RESOLUTION #15560 – A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant approval of the Lebanon High School Course Selection Guide for the 2017-2018 school year. The motion passed with a unanimous vote.
- (31) RESOLUTION #15561 – A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant approval of the calendar for the 2017-2018 school year. The motion passed with a unanimous vote.
- (32) RESOLUTION #15562 – A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant approval of First Reading of Revised Board Policy #005 – Organization; approval of First Reading of Revised Board Policy 101 – Philosophy of Education; approval of First Reading of Revised Board Policy #102 – Academic Standards; approval of First Reading of Revised Board Policy #103 – In School and Classroom Practices; approval of First Reading of New Board Policy #103.1 – Nondiscrimination-Qualified Students with Disabilities; approval of First Reading of New Board Policy #104 – Nondiscrimination in Employment and Contract practices; approval of First Reading of Revised Board Policy #109 – Resource Materials; approval of First Reading of Revised Board Policy #110 – Instructional Supplies; approval of First Reading of Revised Board Policy #112 – School Counseling; approval of First Reading of Revised Board Policy #114 – Gifted Education; approval of First Reading of Revised Board Policy #115 – Career and Technical Education; approval of First Reading of Revised Board Policy #117 – Homebound Instruction. The motion passed with a unanimous vote.
- (33) The president announced that an executive session would be held to discuss a legal issue.
- (34) With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mr. Okonak that the meeting adjourn. All members voiced consent and President Pyles declared the meeting adjourned at 7:24 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board

Exhibit A
Musical Pit Honorariums
January 16, 2017

<u>Name</u>	<u>Stipend</u>
Christiansen, Alex	\$200
Hacket, Morgan	\$200
Hartman, Kristopher	\$300
Holt, Emily	\$300
Holt, Linda	\$300
Hoover, Daniel	\$300
Lazorcik, Dave	\$300
Leibig, Steven	\$300
Meashey, Chester	\$300
Meashey, Steven	\$300
Owens, Meghan	\$200
Rodkey, Krystina	\$200
Shuerman, Anthony	\$200
Umberhauer, Jeremy	\$300
Van Veen, Brooke	\$300
Weiser, Gwen	\$300