

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, April 16, 2018, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 7, 2017.
- (2) President Peter Pyles called the meeting to order at 7:00 p.m. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call by the secretary, the following board members were present: Mrs. Debra Bowman, Mrs. Ashley Cessna, Mrs. Tracy Johnsen, Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Cesar Liriano, Mr. Robert Okonak, Mr. Peter N. Pyles, Jr., and Mr. Thomas L. Schaffer. Also present were Dr. Arthur W. C. Abrom, Superintendent of Schools; Mrs. Mary A. Harrell, secretary; and Mr. Curt Richards, business manager and treasurer.
- (4) Also present were Mr. Mike Murphy assistant to the superintendent for assessment and accountability; Mr. Shawn Canady, chief information officer; Mrs. Kelly Herr, assistant business manager; Mr. Brian Hartman, director of buildings and grounds; Mr. Todd Kaylor, assistant director of buildings and grounds; Mr. Josh Coatsworth, director of special education; Mrs. Dawn Connelly, principal, Lebanon Middle School; Adam Steckbeck, head custodian; Mr. George Horn, community member.
- (5) RESOLUTION #15791 - The minutes of the committee meeting held on March 12, 2018, and the regular meeting held March 19, 2018, were offered for consideration. It was moved by Mr. Schaffer and seconded by Mrs. Kotay that the minutes be approved. All members voiced consent and so ordered.
- (6) Our student reporters, Denise Colon and Peyton Arnold-Paine were unable to be with us tonight but they provided a report to the Board via a video.
- (7) Dr. Abrom thanked Mr. Richards and Mrs. Herr for the great job they are doing in preparing our 2018-2019 budget. The budget books were distributed to all Board members and Cabinet.
- (8) In talking about our class size, Dr. Abrom shared that we had two hundred fifteen students enroll from Puerto Rico and fifty have relocated to other areas.
- (9) In updating the Board about Special Education, Dr. Abrom stated that we are proposing to host an IU-13 High School Autistic Support class at LHS for the 18-19 school year. This would allow us to meet our 3rd obligation for Fair Share through the IU-13 County Consortium.

- (10) In our medical department we have been using Health eTools at a savings of about \$2,800.
- (11) April's Rotary Students of the Month are Leah Connatser and Luis Aquino-Rios.
- (12) Dr. Abrom shared the following important dates:
- The District Spelling Bee will be held at Harding Elementary School on Thursday, May 3 at 6:00 p.m. First, second and third place winners will receive monetary gifts from our PTA: 1st - \$25.00; 2nd - \$15.00; 3rd - \$10.00.
 - Art Show – Friday, May 4 – 5 to 8 PM – Lebanon Valley Council of the Arts -8th Street
 - Dinner to benefit Life Skills Prom – Saturday, May 5 – LHS Café – 6:00 to 9:00 PM. Please RSVP to Mary by Tuesday, May 1, if you plan to attend so we have an accurate count for breakfast
 - Best of the Best - Top 5% and Rotary Students will be recognized at the May 14 board meeting. We will begin in the auditorium.
 - Walkthrough at Northwest Elementary School will be on Monday, May 21 at 4 PM.
- (13) Mr. Murphy informed the Board that we have 5 buildings (Harding, Middle School, High School, Northwest and Southwest) that have made the 2018-2019 Opportunity Scholarship Tax Credit Program list. These are schools within the commonwealth that ranked in the lowest 15 percent of its designation for the 2016-2017 school year based on the combined Mathematics/Algebra I and Reading/Literature scores from the annual assessments (PASA, PSSA, and/or Keystone) administered in 2017. We are required to mail a letter to the parents of these schools.
- (14) RESOLUTION #15792 - The treasurer's report for the month of March 2018, was presented for consideration. Mr. Schaffer made a motion, seconded by Mr. Liriano, 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.
- (15) RESOLUTION #15793 - Acting upon certification of the treasurer, a motion was made by Mr. Schaffer and seconded by Mr. Okonak, that the board approves the payment of bills payable from March 1, 2018 to March 31, 2018 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.

- (16) RESOLUTION #15794 - A motion was made by Mr. Schaffer and seconded by Mrs. Bowman to accept the Cedar Foundation summary report, student activity fund report, scholarship fund report, food service report, and Phillips Copy Center report for March, 2018, as presented. All members answered aye and the motion passed.
- (17) There were no communications.
- (18) RESOLUTION #15795 – Mr. Schaffer made a motion, seconded by Mrs. Kotay, to grant permission to submit applications for the following state and federal grants for the 2018-2019 school year: Title I, Title II, Title III and Title IV. The motion passed with a unanimous vote.
- (19) RESOLUTION #15796 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant permission to renew the contract with Powell, Rogers & Speaks to continue collection of delinquent Per Capita and Occupation Taxes for the Lebanon School District for the next twelve months. The motion passed with a unanimous vote.
- (20) RESOLUTION #15797 – Mr. Schaffer made a motion seconded by Mrs. Kotay to grant permission to exonerate H. A. Berkheimer Inc., Lebanon City Tax Collector for Lebanon School District, from further collection of the 2017-2018 Per Capita and Occupation Flat Taxes and authorize Powell, Rogers & Speaks to begin delinquent collections of the outstanding 2017-2018 Per Capita and Occupation Flat Taxes; permission to exonerate Lebanon County Treasurer, West Lebanon Township Tax Collector for Lebanon School District, from further collection of the 2017-2018 Per Capita and Occupation Flat Taxes and authorize Powell, Rogers & Speaks to begin delinquent collections of the outstanding 2017-2018 Per Capital and Occupation Flat Taxes. The motion passed with a unanimous vote.
- (21) RESOLUTION #15798 – Mr. Schaffer made a motion seconded by Mrs. Kotay, to grant approval to allow Technology Services to solicit bids for district server permission to award 72 Epson Brightlink Interactive Projectors to include mounting, training and interactive pens to Whitlock at a total cost of \$96,486. The projectors selected are the mid-range priced projectors that provide high definition capabilities. The motion passed with a unanimous vote.
- (22) RESOLUTION #15799 – Mr. Schaffer made a motion seconded by Mr. Okonak, to grant permission to award two used pianos for disposal at Henry Houck to Mary Garrett for \$100 and the one used piano for disposal at Harding to Mary Harrell, all three pianos will be removed by April 30 at no cost to the District. The used piano at Northwest did not receive a bid, and the District is to proceed with disposal as deemed appropriate. Ads were placed in the Lebanon Daily News and Patriot on March 4, 11 and 18 providing the public with an opportunity to bid on the used pianos. The motion passed with a unanimous vote.

- (23) RESOLUTION #15800 – Mr. Schaffer made a motion seconded by Mrs. Kotay to grant permission to award the Paper Towel Bid to Hillyard at a cost per case of \$37.41 for an estimated first year cost of \$13,093.50. This is a five-year award for paper towels with a per case cost for years 2-5 at \$38.15 (19/20), \$38.91 (20/21), \$39.69 (21/22), and \$40.48 (22/23). The motion passed with a unanimous vote.
- (24) RESOLUTION #15801 – Mr. Schaffer made a motion seconded by Mr. Okonak to grant permission to award the Toilet Paper Bid to Veritiv at a cost of \$29.07 for one-ply toilet paper per case and \$27.99 for two-ply toilet paper per case. This is a five-year award for toilet paper and the cost will not increase more than 3% per year for years 2-5. The motion passed with a unanimous vote.
- (25) RESOLUTION #15802 – Mr. Schaffer made a motion seconded by Mr. Okonak to grant permission to approve a contract with Cheryl McDonough, Collins Writing Consultant, to provide professional development for staff beginning in September, 2018, and continuing on a monthly basis through the 2018-2019 school year at the maximum amount of \$56,000. This program will be paid from Title I. The motion passed with a unanimous vote.
- (26) RESOLUTION #15803 – Mr. Schaffer made a motion seconded by Mr. Liriano to grant permission to enter into an Independent Contractor Agreement with Charles Yasinski, to provide athletic training services on an occasional and as needed basis. The Contractor will be paid at the rate of \$32 per hour for providing services as set forth in the Agreement; permission to enter into an Independent Contractor Agreement with Erin Ulrich, to provide athletic training services on an occasional and as needed basis. The Contractor will be paid at the rate of \$32 per hour for providing services as set forth in the Agreement. The motion passed with a unanimous vote.
- (27) RESOLUTION #15804 – A motion was made by Mr. Schaffer and seconded by Mr. Okonak 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		

F. PARAPROFESSIONAL

Galebach, Marilyn	SE K5 Paraprofessional 6.5 hours/day	Retirement 31 years	End of the 2017/2018 School Year
Shucker, Ivy	SE K5 Paraprofessional 6.5 hours/day	Retirement 22.5 years	4/6/2018

On behalf of the entire Board, President Pyles thanked Ms. Galebach and Ms. Shucker for their many years of service and commitment to education.

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

Garcia, Dalia	NW Personal Care Assistant 6.5 hours/day	Personal	4/16/2018
Gurdus, Patricia	NW K5 Paraprofessional 6.5 hours/day	Personal	4/18/2018

G. SECURITY

H. OTHERS

3. NON-ACCEPTANCE

4. APPOINTMENTS

Subject to assignment by the superintendent and pending required documents:

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

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

Swavely- Ulloa, Mary	LHS ESOL		N N	\$51,590/yr.	8/21/2018
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C. CLERICAL

Gipe, Margaret	SW 195-Day Secretary 7.5 hours/day		N Y	\$15.00/hr.	4/10/2018
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D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Scholtes, Kasey	SW Personal Care Assistant 6.5 hours/day		N Y	\$10.25/hr.	4/2/2018
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G. SECURITY

Rodriguez, Carmen	LHS Security Guard 7.5 hours/day		N Y	\$10.25/hr.	4/3/2018
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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 and pending required documents

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

B. PROFESSIONAL

Kachelries, Amy	HH LTS Life Skills	SE LTS Itinerant Learning Support	No Change	5/2/2018- End of the 2017-2018 School Year
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C. CLERICAL

Bowman, Kelly	SW 195-Day Secretary 7.5 hours/day	NW 245-Day Secretary 7.5 hours/day	No Change	3/23/2018
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D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Wiseman, Carissa	HD Personal Care Assistant 6.5 hours/day	NW Personal Care Assistant 6.5 hours/day	No Change	4/16/2018
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G. SECURITY

H. OTHER

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending required documents

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

McDonalds, Michael	LMS LTS 2 nd Shift Custodian	LMS 2 nd Shift Custodian 8 hrs./day	No Change	5/14/2018
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- F. PARAPROFESSIONAL
- G. SECURITY
- H. OTHER

Donbaugh, Katie	SW Nurse Assistant 6.5 hours/day	Day-to-Day Substitute Nurse	\$13.60/hr.	3/29/2018
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8. EXTRA PAY FOR EXTRA DUTY

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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9. INCOME PROTECTION

10. LEAVE OF ABSENCE WITH APPROVAL

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Morales, Marta	HH PCA	Consecutive	03/08/2018 – 04/16/2018
Siegrist, Kathryn	SE Grade 1	Consecutive	04/19/2018 – 04/29/2018
Zatorski, Dawn	DO Child Accounting	Consecutive	03/20/2018 – 04/23/2018

11. OTHER PERSONNEL RECOMMENDATIONS

Subject to assignment by the superintendent and pending required documents:

- A. Approve Sue Bowman as a teacher in the 21st Century Program effective 4/16/2018 at a rate of \$32/hr.
- B. Approve Amanda Hassler to work 13 hours as a nurse assistant during the 3-week period prior to the start of the 2018-2019 school year at her applicable rate
- C. Approve the resignation of Michael McGuigan as the 2017-2018 Head Junior High Boys Soccer Coach effective 3/27/2018
- D. Approve the resignation of Zachariah Norman as the 2017-2018 Assistant Varsity Track Coach effective 4/3/2018
- E. Appoint Erik Peiffer as the 2017-2018 Assistant Varsity Track & Field Coach at a stipend of \$4,173/yr., prorated for the number days worked
- F. Appoint Amanda Progin as a 2017-2018 Student Government Advisor at Northwest Elementary School at a stipend of \$642/yr.
- G. Appoint Maritza Quinones as an interpreter at the rate of \$25/hr., as needed, effective 4/23/2018
- H. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers

Name

Bartal, Kaitlyn R.
Buckingham, Amber N.
Collazo, Myrna G.
Cruz, Olga J.
Cuevas, Eucaris E.
Desimone Alicia N.
Dubble, Janet M.
Dunlop, Benjamin L.
Garcia, Maritza M.
Gonzalez, Melissa
Raezer, Hannah N.
Rodriguez Jr., George L.
Rutter, David A.
Sein, Jennifer M

- I. Appoint Teri Ruth as a Substitute Teacher at a rate of \$125/day effective 4/13/2018
- J. 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>
Arnold, Jessica	Paraprofessional	\$9.90/hr.	04/02/2018
Morales, Keichsla	Paraprofessional	\$9.90/hr.	04/05/2018

K. Rescind the approval of Katie Donbaugh to work 13 hours during the 3-week period prior to the start of the 2018-2019 school year.

L. Rescind the resignation of Brooke Gejoff as substitute teacher.

M. Remove the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Norman, Zachariah	Teacher	04/06/2018
Warner, Devan	Security	04/05/2018

12. AMEND THE FOLLOWING

A. Amend Alexander McGee's coaching assignment to 2017-2018 Head Junior High Boys Soccer Coach at a stipend of \$3,338/yr., prorated for the number of days worked.

B. Amend Ryan Latimer's coaching assignment to 2017-2018 Assistant Junior High Boys Soccer Coach at a stipend of \$2,568/yr., prorated for the number of days worked.

C. Amend Gary Brensinger FMLA return date to 04/04/2018.

D. Amend Frederick Shattls' retirement date to 6/29/2018.

(28) RESOLUTION #15805 – A motion was made by Mr. Schaffer and seconded by Mr. Liriano to grant permission to nominate Mr. Robert Okonak to serve on the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, until June 30, 2019. The motion passed with a unanimous vote.

(29) RESOLUTION #15806 – A motion was made by Mr. Schaffer and seconded by Mr. Liriano to grant permission to appoint up to two voting delegates to participate in the PSBA Legislative Policy Council meeting held on Friday, October 19, 2018, just after the closing of the 2018 PASA-PSBA School Leadership Conference. The Board secretary must submit delegate name(s) to PSBA by June 29, 2018. The motion passed with a unanimous vote.

(30) RESOLUTION #15807 – A motion was made by Mr. Schaffer and seconded by Mr. Okonak to grant permission to accept the following aide from D.B. Fisher Student Transportation to provide transportation services to the Lebanon School District during the 2017-2018 school year. Documentation has been provided to the Business Office as required by contract to certify the driver listed meets the requirements to transport students: Nadia Rosero The motion passed with a unanimous vote.

- (31) RESOLUTION #15808 – A motion was made by Mr. Schaffer and seconded by Mrs. Bowman to grant approval of Second Reading of the following New Board Policies:
- a. 123.2 – Sudden Cardiac Arrest Prevention
 - b. 124.1 – Summer Programs
 - c. 140.1 – Extracurricular Participation by Charter/Cyber Schools
 - d. 142 – Migrant Students
- (32) RESOLUTION #15809 – A motion was made by Mr. Schaffer and seconded by Mr. Liriano to grant approval of Second Reading of the following Revised Board Policies:
- a. 119 – Current Events
 - b. 121 – Field Trips
 - c. 122 – Extra Curricular Activities
 - d. 124 – Summer School
 - e. 127 – Evaluation of Educational Programs
 - f. 140 – Charter Schools
- (33) RESOLUTION #15810 – A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of Second Reading to rescind the following Board Policy:
- 125 – Community Education
- (34) RESOLUTION #15811 – A motion was made by Mr. Schaffer and seconded by Mr. Okonak to grant approval of First Reading of the following Revised Board Policies:
- 122 – Co-Curricular and Extracurricular Activities
 - 201 – Admission of Beginners
 - 202– Eligibility of Nonresident Students
 - 203 – Communicable Diseases and Immunization
 - 205 – Postgraduate Students
 - 218.5 – Bullying/Cyberbullying
 - 918 – Title I Parent and Family Engagement
- (35) President Pyles announced that an executive session would be held to discuss a personnel matter.
- (36) With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay that the meeting adjourn. All members voiced consent and President Pyles declared the meeting adjourned at 8:48 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board