

**SCHOOL DISTRICT OF LANCASTER SCHOOL BOARD
Lancaster, Pennsylvania**

**Regular Meeting
October 18, 2011**

The School District of Lancaster School Board held a regular meeting on Tuesday, October 18, 2011 at 7:00 p.m. at J.P. McCaskey High School, Lancaster, Pennsylvania. Attendance of the Board was as follows:

Mr. Richard Caplan, President
Mrs. Barbara Boben – Absent
Mr. Charlie Crystle, Jr. – Via Telephone
Mr. Todd Heath
Mrs. Stacey Marten
Mr. Harvey Miller
Mrs. Linda Troublefield Owens
Mr. Michael Rowen
Ms. Janelle M. Simms

Officers: Mr. Pedro Rivera, Superintendent
Mr. Matt Przywara, Treasurer
Mrs. Colleen Marshall, Secretary

Legal Counsel: Mr. Robert Frankhouser, Solicitor

10/18/2011: CALL TO ORDER: The meeting was called to order at 7:03 p.m. by President Caplan. Roll call was answered by: *Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent: Boben – 1.*

10/18/2011: ADDENDUMS AND CORRECTIONS: None

10/18/2011: APPROVAL OF AGENDA: Following a motion by Director Marten and seconded by Director Rowen, the agenda was approved as follows: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

10/18/2011: PUBLIC COMMENTS REGARDING AGENDA ITEMS: None.

10/18/2011: SUPERINTENDENT’S REPORT:

The Lancaster Symphony Orchestra honored Washington Elementary 5th grader Alyscia Straughter as the Gift of Music Student for the month of October at their opening concert series on October 1. The Gift of Music program loans gently used and refurbished instruments to School District of Lancaster students so they can participate in school ensembles. This year, the Lancaster Symphony is honoring one extraordinary Gift of Music Student each month in recognition of their enthusiasm and dedication to their musical studies.

The School District of Lancaster was recently awarded a seven-year, \$8 million GEAR UP grant (Gaining Early Awareness and Readiness for Undergraduate Programs) which is aimed to assist at-risk students to prepare for college and receive the support they

CALL TO ORDER

**ADDENDUMS AND
CORRECTIONS**

**APPROVAL OF
AGENDA**

**PUBLIC COMMENTS
REGARDING
AGENDA ITEMS**

**SUPERINTENDENT’S
REPORT**

need to achieve success in postsecondary education. This is the third time the District has received this grant and SDoL is the only district in the state to receive it this year.

As part of the Homecoming festivities, the Powder Puff game will take place on Thursday, October 20 at 7:00 p.m. in the football stadium. Come out to support both teams as our juniors and seniors battle it out for bragging rights. Proceeds from the game support their individual class proms.

The Homecoming Parade will begin in the Wickersham Elementary Parking Lot at 5:30 p.m. on Friday, October 21. The McCaskey Marching Unit will lead participants around Campus and into the gates to the Homecoming football game where our Red Tornados will take on Cedar Crest.

Construction Update:

Work surrounding the four small retention basins at Lafayette has been completed and as a result, they are now underground.

Construction has started at Hand Middle School and at the Rockland Center.

Superintendent Rivera welcomed William Kelly and Lawrence Evans, the new school board representatives. Mr. Kelly is a student at J.P. McCaskey and Mr. Evans is a student at McCaskey East.

10/18/2011: STUDENT BOARD REPRESENTATIVE REPORTS:

Mr. Kelly gave the following report for Hand Middle School and Lincoln Middle School as well as J.P. McCaskey High School:

Hand

Hand MS took 150 seventh grade students to Washington DC for the day on September 30. They toured all the historic sites and were accompanied by eighteen parent chaperones as well as their teachers.

On September 11, our Hand students remembered our American heroes by having eight Firemen and one Police Officer lower our flag to half-mast. Our students pledged their allegiance to America and to those who lost their lives on September 11 and to the soldiers serving in the wars in Iraq and Afghanistan. Our community and our First Responders were so proud of the Hand students.

On Saturday, October 1, our *Parents Who Care* hosted a Carnival at Hand MS. There were numerous activities that our students and community members participated in, including: open gym, basketball tournament, face painting, games, gifting of books, and free hamburgers and hotdogs. There were over 300 students who attended the carnival. A special thanks to Hand parents and Ms. Lisette Rivera, our Community Worker.

Lincoln

Lincoln Middle School was awarded a \$7,375.00 Highmark Blue Shield grant. The money was used to purchase 25 mountain bikes and 25 helmets. The bikes were delivered the first week of October, and they will be used during physical education classes to teach bike safety and the health benefits of bicycling. They will also be used during an after school intramural program, as part of an adventure club. The Lincoln SAP team has developed some activities around Red Ribbon Week (October 24 – 28).

SUPERINTENDENT'S
REPORT (cont.)

STUDENT BOARD
REPRESENTATIVE
REPORTS

Each day has a message connected to an activity that reinforces not using drugs. A presentation of the week's activities will be given to the students by the SAP team and Lincoln staff to promote and encourage participation.

STUDENT BOARD
REPRESENTATIVE
REPORTS (cont.)

J.P. McCaskey High School

In preparation for the SAT's, students were recently given practice ACT and SAT tests. Spirit Week is this week at the campus and Character Day was held and various Characters were seen walking throughout the building. Last week, the McCaskey football team had their first win of the season against Warwick. A month ago, Sonia Nazario, a Pulitzer Prize winning author of Enrique's Journey spoke with McCaskey students.

Mr. Evans gave the following report for Reynolds Middle School and Wheatland Middle School as well as McCaskey East High School:

Reynolds

Reynolds Middle School had a very successful Back to School Night on September 13, 2011. Parents visited classrooms where teachers presented their academic and behavioral expectations for the 2011-2012 school year. Social hour followed in the gym where a light dinner was served.

Reynolds also implemented a new School Wide Positive Behavior Initiative for this school year. Their theme is RMS-Success. RMS stands for Respect for All, Making Responsible Choices and Staying Safe. As the students exhibit these qualities, they have an opportunity to earn a success ticket. These success tickets enable students to be eligible for prizes in various ways and many students have already been winning gift cards and school supplies. Our students are very enthusiastic about this program and are striving to be more successful.

Reynolds Middle School will participate in two upcoming art shows in Lancaster.

- November: *Patio Store*: 190 West Ross Street. First and Third Friday in November.
- December: *Chestnut Hill* First Friday. Student art work will be displayed for the entire month.

Please take the time to come and view the creative talents of Reynolds Middle School students.

Wheatland

Earlier this month, the environmental club and NJHS planted eight trees and six bushes donated by Live Green to beautify Wheatland's exterior. They also spread landscaping fabric and mulch over the pre-existing gardens. Our mission in doing so is to create an exterior that the students take pride in, and the surrounding community can enjoy -- while teaching the students planting, garden maintenance and pruning skills.

Our school-wide Olweus kickoff is scheduled for November -- the events include a movie created by our Tiger Pride Club, presentation of projects done by winning Ujima groups and a surprise teacher presentation. These efforts support our whole school approach to building a positive bully-free school climate.

In support of our school climate efforts, Wheatland is proposing a series of Byrnes Center presentations: 5 Men Up and In Her Shoes are tentatively scheduled for November 29th. A parent awareness presentation will be scheduled during fall parent conferences.

The whole faculty is Olweus trained--for the first time ever, and our entire support staff will be trained in November. Wheatland will be 100% bully prevention trained by Thanksgiving.

McCaskey East High School

A blood drive was recently held at McCaskey East and there were 67 donors. Another blood drive has been scheduled for December 16th. A Health Expo is scheduled in the near future with various health organizations. A coffee house was recently held for students and staff. A powder puff football game is also scheduled.

10/18/2011: BOARD PRESIDENT COMMENDATION RECOGNITION:

President Caplan presented the following Commendation:

WHEREAS Joann Judge has been a Physical Education Teacher for the School District of Lancaster since 2006; and

WHEREAS she has presented numerous times on adapted physical education to the District's Health and Physical Education Department, Para-Educators of the District and at State and National Conventions; and

WHEREAS The Adapted Physical Education Teacher of the Year Award is awarded to teachers who are instructing students with special needs ages 3 through 21 in an adapted physical education program in a pre-school through 12th grade school setting; and

WHEREAS Joann Judge has been selected as the 2011 Pennsylvania State Association Adapted Physical Education Teacher of the Year. This award is given in recognition of her outstanding achievements and dedication to children with special needs in the School District of Lancaster.

Now, therefore, I, Richard L. Caplan, serving as Board President of the School District of Lancaster, do hereby wish to recognize Joann Judge for her inspiration and express the gratitude of our students, staff, parents and community in acknowledging her ongoing service.

10/18/2011: KUDOS CARD RECOGNITION:

President Caplan presented the following Kudos Cards:

Angel D. Hunter has been providing support to the Mixed Spice Dream Girls Group at Reynolds Middle School as a staff mentor for over two years. Angel has gone above and beyond in supporting the group leader, Geri Shober, providing curriculum development, activity coordination and mentorship to the diverse group of girls. Angel does this in a selfless manner without regard for compensation for her involvement. The Mixed Spice

Dream Girls promotes leadership skills, positive self-esteem, community service and academic achievement for a young female group of Reynolds Middle School students.

**STUDENT BOARD
REPRESENTATIVE
REPORTS (cont.)**

**COMMENDATION
RECOGNITION**

**KUDOS CARD
RECOGNITION**

Christopher R. Turner, a teacher at Phoenix Academy, brought science to life for his students on September 20th. After merely a month into the new school year, an assignment on the scientific method evolved into a science fair which was opened to the community. Twenty one display boards were presented to friends, family members and classmates. The events also included a raffle drawing and food. The Kudos Card recognized Mr. Turner for encouraging our students to take their learning to the next level. You have set an excellent example for others to follow.

**KUDOS CARD
RECOGNITION (cont.)**

10/18/2011: CONSENT AGENDA: Director Rowen made a motion to approve Consent Agenda Items as follows with Item No. (7) being amended to include any Board Member who wishes to attend the Social Media Marketing Conference on October 25, 2011, not exclusive of Director Owens:

CONSENT AGENDA

- (1) Approval of Minutes: September 20, 2011 Regular Meeting
- (2) Personnel Recommendations
- (3) Approval of Tuition Waiver for Student No. 66659
- (4) New and Revised Board Policies (Second Readings):
 - 004 Membership
 - 210.1 Possession/Use of Asthma Inhalers and Epinephrine Auto-Injectors
 - 338 Sabbatical Leave
 - 438 Sabbatical Leave
 - 339 Uncompensated Leave
 - 439 Uncompensated Leave
 - 539 Uncompensated Leave
 - 351 Drug and Substance Abuse
 - 451 Drug and Substance Abuse
 - 551 Drug and Substance Abuse
 - 351.1 Pre-Employment Drug Testing
 - 451.1 Pre-Employment Drug Testing
 - 551.1 Pre-Employment Drug Testing
 - 518 Absenteeism and Tardiness
 - 808.1 Free Meals and Free Milk
- (5) Educational Excellence Contracts/Agreements:
 1. Learning Sciences International, Inc. – Not to exceed \$10,000.00
 2. Learning Sciences International, Inc. – Not to exceed \$16,500.00
 3. Hikmat Sadek – Master Agreement
- (6) Finance and Operations Management Contracts/Agreements:
 1. Music Theatre International – Not to exceed \$2,885.00
 2. Traffic Planning and Design, Inc. – Not to exceed \$21,900.00
- (7) Permission for Linda Troublefield Owens to attend the Social Media Marketing Conference in Lancaster, PA on October 25, 2011

Minutes
Personnel
Recommendations
Tuition Waiver
New and Revised Board
Policies

Educational Excellence
Contracts/Agreements

Finance and Operations
Contracts/Agreements

Social Media Marketing
Conference

Director Simms asked what the length of time is for the Tuition Waiver for Item No. 3 of the Consent Agenda. It was clarified that the length of time was for 23 days.

In addition, Director Simms asked the cost of the Social Media Marketing Conference on October 25th. It was clarified that the cost was \$199 per person to attend.

The motion was seconded by Director Simms and approved by the following vote: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

10/18/2011: EDUCATIONAL EXCELLENCE COMMITTEE:

Director Heath made a motion to approve all items from the Educational Excellence Committee Report as follows:

- A. Approval of Minutes: October 6, 2011 Meeting
- B. Approval of Contracts/Agreements in excess of \$25,000 threshold:
 - 1. Compass Mark (Amendment) – Not to Exceed \$146,000.00
 - 2. Compass Mark (Amendment) – Not to Exceed \$65,000.00

Director Owens seconded the motion, and it was approved as follows: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

10/18/2011: FINANCE AND OPERATIONS MANAGEMENT COMMITTEE

REPORT: Director Heath made a motion to approve the Finance and Operations Management Committee Report with the exception of Items J, K, L and M :

- A. Approval of Minutes: October 5, 2011 Meeting
- B. Approval of Contracts/Agreements in Excess of \$25,000 threshold:
 - 1. 360 Degree Customer, Inc. – Not to Exceed \$206,000.00
 - 2. Metropolitan Acoustics, LLC – Not to Exceed \$39,000.00
- C. Approval of Change Orders for Phase I Projects:
 - 1. Washington Elementary School – Not to Exceed \$76,889.17
 - 2. Lafayette Elementary School – Not to Exceed \$8,287.79
 - 3. Carter and MacRae Administration – (\$2,342.01)
 - 4. Lincoln Middle School Annex – Not to Exceed \$5,779.14
 - 5. Hand Middle School – (\$252.00)
 - 6. Duke & Dauphin – Not to Exceed \$297.00
- D. Approval of PLANCON Parts E, F & G – Rockland Center
- E. Approval of PLANCON Part D – Martin Elementary School
- F. Approval of PLANCON Parts D & E – Fulton Elementary School
- G. Approval of Roofing Projects for Washington Elementary School and Wheatland Middle School
- H. Approval of 2011-2012 McCaskey Campus Student Activity Clubs
- I. Approval of 2011-2012 Health Care Rates
- J. Resolution: Lancaster County Career & Technology Center (LCCTC) Board Approving LCCTC Financing
- K. Resolution: School District of Lancaster Board Approving LCCTC Financing
- L. Resolution: LCCTC Board Approving Purchase of 422 Beaver Valley Pike
- M. Resolution: School District of Lancaster Board Approving Purchase of 422 Beaver Valley Pike
- N. Approval of Notice of Intention to Assign Tax Claims to Public Asset Management, Inc. and Metro Bank Tax Claim Payments
- O. Resolution to Authorize the Chief Financial and Operations Officer to Authorize and Approve Contracts
- P. Approval of Monthly Financial Reports

The motion was seconded by Director Marten and approved by the following vote: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

**EDUCATIONAL
EXCELLENCE
COMMITTEE**

**FINANCE AND
OPERATIONS
MANAGEMENT
COMMITTEE**

Director Heath made a motion to approve Items J, K, L and M from the Finance and Operations Management Committee Report. The motion was seconded by Director Rowen and approved by the following vote: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens and Rowen – 7; Recuse: Simms – 1; Absent – 1.*

FINANCE AND OPERATIONS MANAGEMENT COMMITTEE (cont.)

10/18/2011: PUBLIC ENGAGEMENT COMMITTEE REPORT: Director Miller made a motion to approve the following agenda item from the Public Engagement Committee Report:

PUBLIC ENGAGEMENT COMMITTEE

A. Approval of Minutes: October 4, 2011 Meeting

Minutes

The motion was seconded by Director Heath and approved as follows: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

10/18/2011: DISCUSSION ITEMS: None

DISCUSSION

10/18/2011: DISCUSSION/ACTION ITEMS:

DISCUSSION/ACTION

Director Owens made a motion to approve all payments in Item 14 (A) with the exception of the following:

A. Approval of Payments – Invoice #00325888, #00326140 and #00002130 for Lancaster Lebanon IU 13; Invoice #WSTS1007 and #WSTS9261 for Substitute Teacher Service; Invoice #00326137 for Lancaster County CTC and #0POS0923, #0RET0923 and #WPSERS09 for PSERS.

Payments (Invoice Listings)

The motion was seconded by Director Miller and approved by the following vote: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens, Rowen and Simms – 8; Absent – 1.*

Director Rowen made a motion to approve Invoice #00325888, #00326140 and #00002130 for Lancaster Lebanon IU 13; Invoice #WSTS1007 and #WSTS9261 for Substitute Teacher Service; Invoice #00326137 for Lancaster County CTC and #0POS0923, #0RET0923 and #WPSERS09 for PSERS.

The motion was seconded by Director Marten and approved by the following vote: *Aye: Directors Caplan, Crystle, Heath, Marten, Miller, Owens and Rowen – 7; Recuse: Simms – 1; Absent – 1.*

B. Approval of Judiciary Report – Director Heath made a motion to approve the Judiciary Report. The motion was seconded by Director Marten and approved as follows: *Aye: Directors Caplan, Crystle, Heath, Marten, Owens, Rowen and Simms – 7; Recuse: Miller – 1; Absent – 1.*

JUDICIARY REPORT

10/18/2011: REPRESENTATIVE REPORTS

Lancaster Recreation Commission – Director Miller reported that the Conestoga Pool was damaged due to the recent flooding and is basically not able to be used and not covered by insurance. It will take substantial funds to repair everything that was damaged.

REPRESENTATIVE REPORTS
Lancaster Recreation Committee

Lancaster-Lebanon IU 13 – Director Marten reported on the Pennsylvania Hybrid Learning. SDoL is one of the few schools that are engaging in the Hybrid approach of teaching with the cyber opportunities now available. SDoL has far exceeded its expectations and currently there are 48 students who are participating in this program.

IU 13

10/18/2011: OLD BUSINESS:

OLD BUSINESS

A. Electronic Board Documents – Director Heath reported that he reviewed ClassLink as a viable option to use for electronic board documents. His main concern was the installation of the Citrix program on the Board Members’ computers. He indicated the program would take up minimal space on the computers and as long as the Technology Department staff could install the program or assist the Board Members with installing it, he didn’t feel there were any negative drawbacks to using the program. He also recommended that a training session be held prior to implementation of using the program. Director Marten questioned whether the Board Members would have laptops at the Board Meetings once this is implemented and what are the hidden costs to implementing this program? Superintendent Rivera stated he would work with his team to determine how the Board Meetings would be structured and what the costs would be.

B. Moving from Strategy into Action and Results – There was extensive discussion amongst the Board Members regarding the Board’s involvement with “*Moving from Strategy into Action and Results*” initiative. President Caplan requested that the Board come to a consensus as to how the Board will interact with the Administration and the Stakeholders regarding this initiative. He believes it is a five step process and that Step 1 is already completed which is to set Goals for the District on a 3 year and 5 year basis. Step 2 would be to review the proposed strategy when presented to the Board by the Administration and then subject the strategy to whatever series of tests the Board feels are reasonable and then approve the strategies. Step 3 would be to align the District’s Budget with the Plan. Step 4 would be to monitor the Plan to make sure it will be a successful Plan. Step 5 would be to facilitate the communication with the individuals who are developing the Plan and implementing it. President Caplan asked the Board Members their thoughts on what the Board would like to see, if anything before a Plan is presented. There was extensive conversation amongst the Board regarding making the process an easy process and making sure the Stakeholders are in agreement so the Plan will be successful. There was additional conversation regarding the budget and making sure the public is advised of how the budget process will be handled so everyone is aware in advance.

Superintendent Rivera stated there would be a more comprehensive report at the next Committee of the Whole Meeting on the “*Moving from Strategy into Action and Results*” initiative.

C. 2012-2013 Budget Update – There were no changes to the budget status since the Committee of the Whole Meeting the previous week.

10/18/2011: NEW BUSINESS: None.

NEW BUSINESS

10/18/2011: INFORMATION: President Caplan reported that additional School Improvement Plan Presentations will be presented at the Educational Excellence Committee Meeting on October 20th in the Recital Hall at J.P. McCaskey. Director Marten reported the Educational Excellence Committee Meeting for November may be held at the Phoenix Academy.

INFORMATION

10/18/2011: PUBLIC COMMENTS:

Joseph Wesolowski, Holtwood, a Burrowes teacher provided a recent article pertaining to school districts who are being proactive in the use of physical activity which helps promote academics in the classroom. He also provided an invitation to the Burrowes Math Madness being held on October 20th. He questioned the recent article regarding SDoL needing to trim \$2.5 million in the budget and what team of District Administrators will be completing the evaluation. Superintendent Rivera clarified that the Committee that has been established is looking at best practice strategies and what is working in the District, not looking at the DMC Report and determining what can be removed. Director Heath also clarified that the DMC Report is not a budget report and the Theory of Action is the guiding force of the District.

Randolph Carney, Sherman Street, a concerned citizen who is a candidate for School Board, agrees that most individuals do not get involved until they see things on the front page of the newspaper or see it on television. As a Director of the School Board, he sees the Administration working through the details of the DMC Report and bringing the details to the Board and the Board would then agree or not agree. The other option is the Board works through the DMC Report and then the Board tells the Administration what to do. President Caplan stated that most of the Board Members are not educators and the reality is that the educators should tell the Board how to achieve the goals and then hold them accountable for achieving such goals.

Don Slick, New Holland Avenue, feels the Committee Meetings are poorly attended by Board Members and the public doesn't comment at the Committee Meetings. He has a lot of individuals who ask him what happens at the Board Meetings and asked that the public be allowed to help and to include everyone.

Victor Mohammad, Hamilton Street, believes service is the most thankless job in the universe. Feels a cultural infusion is needed such as using local talent where shows can be produced with the students. In addition, he is concerned with the direction of the football team and the number of games that have been lost. He also suggested the District use green energy and begin using solar panels in the schools.

10/18/2011: ADJOURNMENT: President Caplan adjourned the meeting at 9:07 p.m. on a motion by Director Heath, seconded by Director Marten.

Attest:

Colleen R. Marshall
Board Secretary

PUBLIC COMMENTS

ADJOURNMENT