School Board of Directors Meeting
April 20, 2020
Minutes

A Regular Meeting of the Eastern Lancaster County School Board of Directors, which was properly advertised in the LNP Lancaster Newspaper, was held on Monday, April 20, 2020 at 7:00 p.m. Due to the current stay-at-home order for all Pennsylvanians, declared by Governor Wolf on April 1, 2020, the subsequent order closing schools through indefinitely, and in consideration of the health and safety of the school community, the Eastern Lancaster County School Board of Directors held this meeting virtually via Zoom Video & Webinar.

Roll Call
Board Members in attendance were: Gary Buck, Brian Conroy, Jonathan Dahl, Jacqueline Geyer, Paul Irvin, Dina Maio, Kevin McCarroll, Bryan Naranjo, and Thomas Wentzel
Note: All Members were joining via videocam. Mr. Brian Conroy left the meeting at 7:50 p.m.
Board Members not in attendance were:
Also in attendance were: Dr. Robert Hollister, Justin W. Johnson, Dr. Nadine Larkin and Keith Ramsey
Staff/Public in attendance were: Several citizens of the community and staff members of the District and a member of the media.

1. Welcome and Call to Order
President Wentzel opened the meeting at 7:00 p.m.

2. Announcement - President Wentzel
Due do the Governor’s current stay at home order, the Board of School Directors will be holding monthly meetings virtually. Community members can view these virtual meetings via a Live YouTube feed by going to the District’s website under District and then Board of Directors.

On Wednesday, April 15, 2020, the Board of School Directors and administration met via a GoToMeeting for the sole purpose of a test meeting and training. The purpose was to test technology and no discussion of agency business occurred.
3. Moment of Silence/Reflection - Pledge of Allegiance

Mr. Kevin McCarroll led in a silent meditation and the Pledge of Allegiance.

4. Action Item - Motion to suspend Policy 003 in order to immediately adopt the following amendment to School Board Policy 006.1, which shall be...

Action Item - Motion to suspend Policy 003 in order to immediately adopt the following amendment to School Board Policy 006.1, which shall be effectively, by adding the following language at the end of the existing policy:

“COVID-19 Emergency Exception - Notwithstanding any contrary provision in this policy, a majority of School Board members shall be able to attend any public meeting of the School Board through electronic communications that are scheduled during the time covered by the Governor’s disaster emergency declaration to combat the continued spread of COVID-19 pandemic, or September 1, 2020, whichever time period is longer. During this time period, the School Board may authorize the administration to utilize available technical resources to permit the public to observe and/or participate in public meetings remotely in order to comply with federal and state guidance that discourages large group meetings during the COVID-19 pandemic. The Superintendent shall post on the School District’s official website when and how public meetings may observed remotely by the public.”

Mr. Irvin made a motion to suspend Policy 003 in order to immediately adopt the following amendment to School Board Policy 006.1, which shall be effectively, by adding the following language at the end of the existing policy: “COVID-19 Emergency Exception - Notwithstanding any contrary provision in this policy, a majority of School Board members shall be able to attend any public meeting of the School Board through electronic communications that are scheduled during the time covered by the Governor’s disaster emergency declaration to combat the continued spread of COVID-19 pandemic, or September 1, 2020, whichever time period is longer. During this time period, the School Board may authorize the administration to utilize available technical resources to permit the public to observe and/or participate in public meetings remotely in order to comply with federal and state guidance that discourages large group meetings during the COVID-19 pandemic. The Superintendent shall post on the School District’s official website when and how public meetings may observed remotely by the public.”. It was seconded by Mr. Conroy. The motion was approved. (9-0)
5. Agenda Modification/Approval of Agenda

Requests by board members to remove an item for separate consideration.

Mr. Irvin made a motion to approve the agenda. It was seconded by Mrs. Maio. The motion was approved. (9-0)

6. Citizens of the District Comments

The Board encourages citizens of the district to come before the Board to present their petitions, inquiries, or other communications of interest. The Board invites public (Citizens of the District) comment on any topic that is within the Board’s jurisdiction. As outlined in Board Policy 903, the Board requires that public participants be residents or taxpayers of this district. Due to the virtual aspect of the Board meeting, the Board is requesting if you wish to provide public comment during the virtual board meeting, you should sign-up to do so by completing the online form prior to the meeting.

PUBLIC COMMENT SIGN-UP FORM

Public comments will be read aloud during the public comment section of the agenda.
Thank you.

COMMENTS:

Mr. Neal Martin, 17 S. Whisper Lane, New Holland, PA 17557
Thank you for your continued service during these unprecedented and challenging time. I'd like to say a brief prayer for the board.

Father God, thank you for these men and women and their service to our community. I pray that you would give them continued wisdom as they face decisions. Guide them in the ways to address each situation that arises. Grant them ingenuity. I pray that you would give the administration strength, wisdom, and creativity as they pan. I pray that you would give our teacher's continued ingenuity, perseverance, and the skills to teach remotely. I pray that our students would be able to adjust to the new format, and families as they support their students. In Jesus name, Amen.

Thank you again for your service to our community.

7. Property and Services

a. Action Item - Approve the Designation of Agent Resolution (PEMA-DAP-1 Form)

This form authorizes Keith Ramsey to execute documents in order to apply for the COVID-19 Disaster Relief Funds
Mr. Ramsey presented the action item for the Board to approve the resolution that would authorize him to execute documents that would allow the District to apply for Covid-19 relief funds. He noted the declaration had not been made, but this would start the process.

Mr. Buck made a motion to approve the Designation of Agent Resolution (PEMA-DAP-1 Form). It was seconded by Mrs. Maio. The motion was approved. (9-0)

b. Action Item - Approve the Joint Petition to Stay 2020 Upset/Judicial Tax Sales

Due to the current pandemic and the economic distress it has caused, the Lancaster County Treasurer is requesting the Lancaster County School Districts' consent to petition the Courts to postpone the 2020 Upset/Judicial Tax Sale to September 2021; therefore, there would be a double sale in September 2021.

Mr. Ramsey requested the Board approve the Joint Petition to Stay 2020 Upset/Judicial Tax Sales, indicating that this request came from the Lancaster County Treasurer due to the current Covid-19 pandemic.

Mr. McCarroll made a motion to approve the Joint Petition to Stay 2020 Upset/Judicial Tax Sales. It was seconded by Mrs. Maio. The motion was approved. (9-0)

c. Action Item - Approve the Core Program and Instructional Media Services 2020-21 Budgets for the Lancaster-Lebanon IU #13

The total budget for the Core Program of Services increase 3.5%. There is no District contribution for this budget. It is fee for service.

The total budget for the Instructional Media Services increased 6.0% and the total estimated District contribution is $37,487.22 (increase of $1,413.46 over 2019-20)

Mr. Ramsey presented the Board with the annual action item to approve the Lancaster-Lebanon IU13 2020-2021 budget. He noted that there would be a 3.5% increase in the Core Program Services. He also noted that there was no district contribution towards this budget and there only would be a fee if the District used the services. Mr. Ramsey indicated that there would a 6% increase in the District’s total contribution for Instructional Media Services for a total of $37,487.22 for the 2020-2021 school year.

Mr. Irvin made a motion to approve the Core Program and Instructional Media Services 2020-21 Budgets for the Lancaster-Lebanon IU #13. It was seconded by Mrs. Geyer. The motion was approved. (9-0)

d. Action Item - Approve the Garden Spot MS/HS HVAC and Locker Room Renovation Project as Critical Construction - MOTION BELOW

Motion to approve construction on the Garden Spot MS/HS HVAC and Locker Room Renovation project in a manner compliant with COVID-19 health and safety requirements, based on direction from the Governor's Office that school construction may continue during the statewide business closure if deemed to be critical, and the School Board's determination that continuation of this project is critical to District operations and finances
Mr. Ramsey and the Administration updated the Board on the current Garden Spot Campus HVAC and locker room renovation, indicating that though schools were closed, the Governor was allowing critical construction projects to continued and this project fell under that category. He noted that the District was working with the Insurance Company, Solicitor, and Contractors to make sure that safety protocols were approved and put in place. Mr. Ramsey informed the Board that the hope was for the project to begin on May 1st.

Dr. Hollister thanked both Mr. Ramsey and Mr. Walsh for taking care of all the work that was needed to plan and move forward with this project.

The Board and Administration discussed the cost of the project, noting that the total cost was coming from the capital fund and would not affect the general fund or taxes.

Mr. Buck made a motion to approve construction on the Garden Spot MS/HS HVAC and Locker Room Renovation project in a manner compliant with COVID-19 health and safety requirements, based on direction from the Governor's Office that school construction may continue during the statewide business closure if deemed to be critical, and the School Board's determination that continuation of this project is critical to District operations and finances. It was seconded by Mr. Conroy. The motion was approved. (9-0)

e. Information Item - Tennis Court Update
Mr. Ramsey updated the Board on the Tennis Court project indicating that the District was extending the bid opening to May 11th, expecting the final award approval at the May 18th Board meeting. He noted that the hope was that the construction would be completed in November 2020.

f. Information Item - Auction of Property Update
Mr. Ramsey informed the Board the property auction that was scheduled for the end of March had been cancelled and that it would be rescheduled as soon as the travel ban was lifted. He noted that there was still interest in the property.

g. Information item - Update on Garden Spot Roof and Auditorium HVAC Unit
Mr. Ramsey informed the Board that during the storm that occurred on April 9th, part of the roof came away from the decking on the Garden Spot Campus building. He noted that the roof had one year left on its warranty and the Insurance Company had came and reviewed the damage. He informed the Board that the District was currently waiting to hear back. Mr. Ramsey also informed the Board that an insurance claim had been submitted, however there was concern that the damage may be too difficult to repair and may need to be replaced. He also updated the Board on the Auditorium HVAC Unit installation, indicating that one of the new units had a leak and would need a new coil which would hopefully be installed before the Fall.
h. Information Item - 2020-21 Budget Update

Mr. Ramsey presented a preview of the 2020-2021 budget. He presented a summary of the Budget as it was originally going to be presented, prior to the current situation with Covid-19 and post Covid-19. Mr. Ramsey presented both the Revenues and Expenditures, pre-Covid-19, indicating that there was a 1.35% increase in revenue and a 2.84% increase in expenditures with a proposed 2.6% tax increase. He then reviewed the effect of Covid-19 on the Budget indicating that the revenues decreased $1.7 million which left the District with a deficit of $3.3 million. He noted that this version of the budget included a 0% tax increase.

Mr. Ramsey informed the Board that the next steps for the Budget were a proposed final Budget presented at the May 11th Committee of the Whole meeting and the adoption of the final budget at the June 15th Board Meeting. He also noted that the Budget was still due on June 30th.

The Board and Administration discussed the possible decrease in expenditures in the current school year due to the current situation with the school closures and what savings could be carried over into the new school year.

Dr. Hollister thanked Mr. Ramsey for his work on preparing the Budget even with all the unknowns.

The Board and Administration discussed the increase of expenditures due to the added new Elementary Assistant Principal positions and discussed possible options for the upcoming school year regarding those positions.

Mr. Brian Conroy left the meeting at 7:50 p.m.

8. Program

a. Action Item: Adopt New Textbook for AP Psychology Class at Garden Spot High School for the 2020-2021 School Year

Dr. Larkin requested the Board approve the adoption of a new textbook for Garden Spot High School for the 2020-2021 school year, indicating that the book had been released by the same author, but was updated to align with the College Board’s new units with increase rigor and AP style questions.

Mr. Irvin made a motion to adopt New Textbook for AP Psychology Class at Garden Spot High School for the 2020-2021 School Year. It was seconded by Mr. Dahl. The motion was approved. (9-0)

b. Information Item: New Visual Arts Courses @ GSHS
Visual Arts Courses originally recommended for the 2020-2021 school year are being put on hold. This change is due to the middle school and the high school continuing to have a separate bell schedule for the 2020-2021 school year. Once both sides of the building have the same bell schedule, expected to happen for the 2021-2022 school year, these courses if approved, will be rolled out for learners to choose from during course selection. Dr. Larkin informed the Board the District was delaying the adoption of new Visual Arts Courses for the High School and Middle School for the 2020-2021 school year until the following year.

c. Information Item: Eastern Lancaster County School District Continuity of Education Plan
Dr. Larkin informed the Board that with the current school closure the State was requiring districts to create a plan of instruction that was to be submitted to the State for approval. She reviewed the Eastern Lancaster County School District’s Continuity of Education Plan with the Board. Dr. Larkin noted that the plan had been submitted on April 13th to the Pennsylvania Department of Education for review.

Dr. Larkin thanked Kara Martin, Greg Frederick, Adam Geiman, and Tim Leister for all their work and quick turnaround on producing the plan. She also thanked the Administrators and Teachers for what they were doing for families and learners.

Dr. Hollister thanked Dr. Larkin and her team. He also acknowledged and thanked parents.

The Board and Administration discussed the current educational instruction being offered by the District, including Special Education services.

d. Information Item: Amended Grading at the Garden Spot Secondary Campus
Grading Procedures for Quarter 4:

- Quarter 4 coursework will be the only coursework that will receive a final grade of either a P(Pass) or F(Fail) for both Garden Spot High School and Middle School.
  - Passing= 100%/Fail = 59.9%
  - Passing is based on completing at least 70% of assignments the teacher is requiring to be completed. 2-3 Graded Assignments a week are the administrative expectations for each course.

- Percentage grades will not be given for learners' assignments during Q4. All assignments will have a total point value of '1' in PowerSchool. Completed learner assignments will be marked as a '1'.
- Incomplete and missing assignments will be marked as a '0' and include the PowerSchool grade indicator IN(Incomplete) or MI(Missing). Incomplete or missing work can be made up by the learner anytime through Q4.
• Assignments that don't need to be completed by individual learners are marked as EX(exempt) by the teacher.
• All final grades for year-long, Semester 2, and Quarter 4 courses will be rounded up to the nearest percentage.
  o No one will drop a final grade level due to Q4 pass/fail grade. Q4 pass/fail grade can be used to raise final grade level.

Final Grades for Courses:

• Year-Long Courses (MS & HS):
  o Q1, Q2, Q3 grades are weighted at 25% each of the final grade, with the mid-term grade weighted for 10% of the final grade. Q4 weighted for 15% of the final grade.

• Second Semester Courses (HS):
  o Q3 grades are weighted at 85% of the final grade. Q4 courses are weighted at 15% of the final grade.

• Q3 Courses (MS & HS):
  o Grades were stored at the end date of 3/13/2020.

• Q4 Courses (MS & HS):
  o Pass(100%)/Fail(59.9%) based on 70% work completion of assigned work by teacher.

Dr. Larkin presented the Board with the amended grading system at the Garden Spot Secondary Campus, noting that no learner would drop a final grade with the new Quarter 4 pass/fail grading system. She indicated that the Quarter 4 grade could only be used to raise a final grade.

e. Information Item: Virtual Kindergarten Registration Plan:
• Email will be sent to families who have registered (made registration appts.) informing them that there will be no face-to-face final registration and screening process in May.
• Families will continue to complete online registration gateway forms as usual, about half have already completed them.
• Our child accounting people will be in contact with families between April 22 and June 15 to collect information needed to complete the registration process, ie:
proof of residency and any other information that has not been completed on the online form (using docusign).

- Nurses will get reminders of newly registered learners and will review health forms. Nurses will follow up with families where needed.
- Virtual Meetings with families considering half-day kindergarten will be held the last two weeks of May.
- EL teacher will contact families to set up screening appointments over the summer (according to current conditions).
- We will use Fall Universal Screening to determine learn strength and needs.

**Beginning in Fall 2020 for Kindergarten 2020-2021:**

- Kindergartners registering for the following school year will be registered right away using this same process on an ongoing, rolling basis. Home-to-School Coach will begin making connections with families as they register and begin providing pre-K resources.

Dr. Larkin informed the Board that the District was planning a Virtual Kindergarten Registration. She noted that there were still 14 families interested in half-day Kindergarten. Dr. Larkin also presented the Board with the current Kindergarten learner numbers at each Elementary school and the number of classes required to meet the needs of the learners:

- Blue Ball Elementary 32 learners (3 classes)
- Brecknock Elementary 32 learners (3 classes)
- New Holland Elementary 62 learners (4 classes)

**9. Management**

a. No Information Items

b. No Actions Items

**10. Consent Agenda**

Items listed under the Consent Agenda section of our Board Meeting Agenda are considered to be routine and are acted on by the Board in one motion. There is no Board discussion of these items individually prior to the Board vote unless a member of the Board requests that a specific item be removed from the Consent Agenda. Requests to remove an item from the Consent Agenda will be accepted at agenda section 3. Agenda Modification/Approval of Agenda. (Requests to remove an item for separate consideration). Items Removed from the Consent Agenda will be moved to agenda section "Action Items."

Mr. Irvin made a motion to approve the consent agenda report. It was seconded by Mr. McCarroll. **The motion was approved.** (9-0)
a. Approval of Minutes
b. Treasurer's Report
c. Approve Personnel Report
d. Bills Paid
e. Cafeteria Fund Treasurer's Report
f. Investments
g. Student Activity Account
h. Approve Budgetary Transfers

11. Action Items
Items Removed from Consent Agenda for Separate Consideration.

12. Reports
a. Lancaster County Tax Collection Bureau
   No Report. Mr. Ramsey indicated that the next meeting was schedule for June 10, 2020.

b. Lancaster-Lebanon IU13
   No Report. Mr. Irvin indicated that meetings were currently cancelled.

c. Lancaster CTC
   Mrs. Maio reported on the March 26th JOC meeting, noting that it was a virtual meeting. She reported that the meeting discussion was mostly focused on how to offer a hands-on technical school into a virtual school. Mrs. Maio also reported the Lancaster County CTC would be moving forward with Welding pilot program the following year. She announced that the Nursing Department had donated 10,000 gloves and N95 masks to local health facilities.

d. Legislative
   Mr. Wentzel reported on the possible bills regarding freezing property taxes.

13. Superintendent's Report
Dr. Hollister acknowledged and thanked the Technology Department for all their support districtwide.
He also acknowledged the continued partnership with Crossnet Ministries and Meredith Dahl on how the District was going to provide for families moving forward.
Dr. Hollister informed the Board that there was currently discussion happening on what to do for Seniors regarding Graduation, Prom, and Senior Awards Ceremony.

Dr. Hollister updated the Board on the Food Distribution that had occurred the previous day indicating there were some issues regarding traffic and indicated how the District was going to handle the issue in the future. He noted that 12,000 meals had been distributed to families and congratulated and thanked the team.

14. Announcements

Dr. Hollister announced that both upcoming meetings in May, Committee of the Whole and Board Meeting, would occur.

15. Adjournment

Mr. Irvin made a motion to adjourn the meeting at 9:00 p.m. with a second by Mr. Buck. The motion was approved. (8-0; 1 absent)

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Justin W. Johnson
School Board Secretary
April 20, 2020