

**EASTERN LEBANON COUNTY SCHOOL DISTRICT
180 ELCO DRIVE, MYERSTOWN, PA 17067**

Regular Board of Education Meeting

**District Board Room
Hybrid (In-person and via Zoom)**

August 19, 2024

6:00 p.m. Regular Board of Education Meeting

- I. Call to Order
- II. Moment of Silent Meditation
- III. Pledge of Allegiance
- IV. Roll Call
- V. Board President Communications
- VI. Public Comments – Items On the Agenda
 - A. Residents and taxpayers may make comments concerning items on the agenda pertaining to Board governance or the operation of the District’s schools.
NOTE: Personnel matters are never discussed at public meetings.
 - B. Residents and taxpayers desiring consideration of School Board action on a topic not included on the agenda may make a written request to the Superintendent by Thursday, 12:00 noon, prior to the day of the meeting. This is in accordance with Policy 903 in the official policy manual of the School District.
- VII. Approval of Minutes (7-15-2024 and 08-05-2024)

NON-CONSENT ITEMS FOR APPROVAL

- VIII. Personnel Committee – Mr. Howard Kramer, Chairperson
 - A. Move to approve the employment of Ashley Zink as a 5th grade teacher at the Intermediate School on a “Temporary Professional Contract” at a salary of Master’s – Step 1 (\$58,931), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a resignation.

- B. Move to approve a “Letter of Temporary Employment” to Alexander Bechtold as a short-term High School Social Studies substitute teacher, effective on or about August 20, 2024, through November 20, 2024, at the daily sub rate of \$155.00.
Background: This position is being filled due to a permanent teacher on leave.
- C. Move to approve the employment of Rebecca Boland, as a Family Consumer Science teacher at the High School on a “Professional Contract” at a salary of Master’s + 30 – Step 11 (\$76,980), effective date TBD, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a resignation.
- D. Move to approve a “Letter of Temporary Employment” to Andrew Harven as a long-term High School Mathematics substitute teacher, at a salary of Bachelor’s – Step 1 (\$54,114), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a permanent teacher on leave.
- E. Move to approve the employment of Janice Szilli, as the full-time Accounts Payable / Accounts Receivable Coordinator, at an hourly rate of \$26.84, 7.5 hours (12-month position), effective September 9, 2024, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a retirement.
- F. Move to accept a “Letter of Resignation” from Taylor Hibshman, Food Service employee, effective and retroactive to August 5, 2024.
- G. Move to accept a “Letter of Resignation” from Sandra Hartman, part-time Paraprofessional, effective August 19, 2024.
- H. Move to accept a “Letter of Resignation” from Jessica Schwartz, full-time Specialized Paraprofessional, effective and retroactive to August 13, 2024.
- I. Move to accept a “Letter of Resignation” from Corinne Shaak, Intermediate School 5th grade teacher, effective and retroactive to August 5, 2024.
- J. Move to accept a “Letter of Resignation” from W. Scott Breeden, Assistant Principal, High School, effective October 11, 2024.
- K. Move to approve the following mentor for the 2024-2025 school year, prorated to the number of days worked.

<u>Mentor</u>	<u>Teacher</u>
Paul Zook	David Drahovsky

- L. Move to approve adding the following individuals to the ELCO volunteer listing for the 2024-2025 school year, as listed, (noting all required documentation, clearances, and trainings are on file):

Amanda Christel	Krystal Leinbach
Carol Ann Tannehill	Bobbie Yoder

- M. Move to approve the following ELCO faculty as Homebound teachers for the 2024-2025 school year, as listed:

Michele Angstadt	Megan Worley
Ruthanne Gray	Anissa Mogel
Dennie Boltz	Erica Long
Laurabeth Shearer Kapp	

- N. Move to approve the following individuals for extra-curricular positions for the 2024-2025 school year, as listed:

STIPEND POSITION	2024-2025 ADVISOR
Class of 2028 Advisor	Michael O’Neill
Class of 2027 Advisor	Michele Angstadt
Class of 2026 Advisor	Chad Miller (50%) Diane Bidelspach (50%)
Class of 2025 Advisor	Pam Rittle
FBLA Advisor	Amy Weddle
FFA Advisor	Madison (Hetrick) Balthaser
National Honor Society Advisor	Amanda Templeton
Student Council Advisor	David Fair
Yearbook Advisor	Jonathan Bickel
Yearbook Photographer	Jonathan Bickel
eSports Advisor	Michael O’Neill
Show Choir Director	Melodie Fair
Show Choir Choreographer	Theresa Fidler
Jazz Band Director	David Fair
Musical Costume Design	Rebecca White
Musical Set Construction & Orchestra	David Fair
Musical Choreographer	Theresa Fidler
Musical Rehearsal Accompanist & Vocal Director	Melodie Fair
Musical Stage & Safety Supervisor	Adam Zurick

- O. Move to approve a \$4500.00 stipend to John Mentzer, as District Virtual Academy Coordinator, effective the 2024-2025 school year.
Background: The District Virtual Academy Coordinator oversees the K-12 Virtual program and is responsible for the record management and daily operations of the program during the school year and during the summer ELCO+ program for secondary students.
- P. Move to approve the following individual to the ELCO sub listing for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.

Kathryn Muzurek – Music K-12

- Q. Move to approve Kirk Keppley as the Social Studies – Middle Level Curriculum Liaison for the 2024-2025 school year.

IX. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve a trip/travel request from Tommy Mealy, Athletic Director, to travel and participate in the National Athletic Directors Conference to be held December 13-17, 2024, at the Austin Convention Center, Austin, TX.
Background: This is a professional development opportunity focused on athletic administration. The costs for this trip have been budgeted.
- B. Move to approve the ELCO Student-Athlete Handbook for the 2024-2025 school year. (Board Attachment)
Background: This is an annual item for approval.

- C. Move to approve the ELCO Coaches Athletic Handbook for the 2024-2025 school year. (Board Attachment).

Background: This is an annual item for approval.

- D. Move to approve an agreement with IU8 World of Learning Institute to provide virtual instruction in Spanish from approximately August 26, 2024, to October 30, 2024, at a cost of \$18,375.56 (Board Attachment).

Background: This service fills an unfilled vacancy with an appropriately certified teacher. Instruction will be provided in a blended format with both live and asynchronous instruction.

- E. Move to approve a trip/travel request from Julia Vicente, Superintendent, and Dr. Barbara Davis, Assistant Superintendent, to attend the What's Right in Education 2024 Conference, October 21-24, 2024, in Westminster, CO.

Background: This conference is a unique event that focuses on continuous improvement for K-12 leaders. The conference is organized by Studer Education and ELCO is receiving a discount on the registration fees due to our approved agreement with Studer Education to provide professional learning in the District. All costs have been budgeted.

X. Policy Ad Hoc Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve the following policies (revised/reviewed/and/or new) for a second reading, as listed: (Board Attachment)

1. Policy 100 – Comprehensive Planning
2. Policy 101 – Mission Statement/Vision Statements/Values
3. Policy 102 – Academic Standards
4. Policy 105 – Curriculum
5. Policy 105.1 – Review of Instructional Materials by Parents/Guardians and Students
6. Policy 105.2 - Exemption From Instruction
7. Policy 106 – Guides for Planned Instruction
8. Policy 107 – Adoption of Planned Instruction
9. Policy 108 – Adoption of Textbooks
10. Policy 109 – Resource Materials
11. Policy 110 – Instructional Supplies
12. Policy 111 – Lesson Plans
13. Policy 112 – Guidance Counseling
14. Policy 113 – Special Education
15. Policy 113.1 – Discipline of Students With Disabilities
16. Policy 113.2 – Behavior Support
17. Policy 113.3 - Screening and Evaluations for Students With Disabilities
18. Policy 113.4 – Confidentiality of Special Education Student Information
19. Policy 114 – Gifted Education
20. Policy 115 – Career and Technical Education
21. Policy 116 – Tutoring
22. Policy 117 – Homebound Instruction
23. Policy 118 – Independent Study
24. Policy 119 – Current Events
25. Policy 121 – Field Trips

XI. General Services Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve the purchase of an electric sign for the ELCO High School’s new Athletic Center entrance from Horst Signs as part of the construction project at a cost of \$8,976.31 (Board Attachment).
Background: The cost of this sign is part of the high school construction project. The committee recommended moving this item forward for full board consideration. This is part of COSTARS contract #36814.
- B. Move to approve a proposal from McClure Company for a HVAC Compressor to be installed at Fort Zeller Elementary at a cost of \$27,888.00 (Board Attachment).
Background: This is a budgeted expense; Capital Reserve Funds will be used. The committee recommended moving this item forward for full board consideration. This is part of COSTARS contract #008-E23-1046.
- C. Move to approve an agreement from Commercial Refrigeration of Harrisburg, Inc., to purchase a new ice machine for the athletic department at a cost of \$5,486.00 (Board Attachment).
Background: This is a budgeted expense; Capital Reserve Funds will be used. The committee recommended moving this item forward for full board consideration.
- D. Move to approve the purchase of a 2024 Ford F350 Pickup truck from Hondru Auto at a cost of \$78,558.42 (Board Attachment).
Background: In addition to the truck, the costs include a plow, salt spreader, and emergency lighting. This is a budgeted expense; Capital Reserve funds will be used. The committee recommended moving this item forward for full board consideration. This is part of COSTARS contract #025-E22-387.

XII. Finance Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve payment of bills as found listed and attached to the August 19, 2024, Board Agenda for payments made July 2024, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$3,698,411.75
Cafeteria Fund payments in the amount of	\$1,770.00
Capital Reserve Fund payments in the amount of	\$140.00
Flex Spending payments in the amount of	\$458.72
Construction Fund payments in the amount of	\$1,526,557.51
Student Activity payments in the amount of	\$33,841.44

- B. Move to approve a proposal from LowV Systems, Inc. for the purchase and installation of a key card entry system and two exterior cameras for the relocatable classroom located on the campus of the Jackson Elementary School at a cost of \$12,087.00. (Board Attachment)
Background: The cost of this work will be fully covered by the 2022 Mental Health & Safety and Security Grant which was awarded to the District by the PA Commission on Crime and Delinquency (Grant ID#38484)
- C. Move to approve Change Order #23 to the High School Renovation and Additions project in the amount of \$43,556.11. (Board Attachment)
Background: Cedar Electric EC-7a is to add new lighting in the kitchen area in the amount of \$23,214.51. Cedar Electric EC-7b is to reduce KP panel feeder from 400 amp to 250-amp breakers and feeders in the amount of \$1,610.96. Cedar Electric EC-7c is to add 8 duplex receptacles and 2 data drops to the weight room in the amount of \$18,730.64. This Change Order was discussed during the August 14, 2024, General Services/Finance Committee meeting.

- D. Move to approve an event agreement from The Warehouse of Hamburg, for the use of a facility located at 215 Pine Street, Hamburg, PA, at a cost of \$52.00 per attendee (Board Attachment).
Background: This agreement is for the Junior-Senior prom in the 2024-2025 school year.
- E. Move to approve a proposal from Delaware Valley Paving to mill, excavate, and repave a section of the parking area near the Stadium behind the High School at a cost of \$50,125.88 (Board Attachment).
Background: The committee reviewed options to remediate failed paving in the parking lot section closest to the Stadium. Without this remediation, the integrity of the lot will be compromised. The committee recommends moving this item forward for full-board consideration.

XIII. Superintendent’s Report

- Director’s Report
- Athletic Director’s Report

Upcoming Dates/Announcements:

August 20, 2024 – In-Service for All Staff K-12
 August 22, 2024 – 5:30 p.m.-7:30p.m. – Back-to-School Picnic at the Middle School
 August 26, 2024 – First Day for Students K-12
 August 30, 2024 – NO SCHOOL
 September 2, 2024 – NO SCHOOL in observance of Labor Day
 September 3, 2024 - 6:00 p.m. – Committee-of-the-Whole Board of Education Meeting
 September 11, 2024 – 5:00 p.m. – Finance/General Services Committee Meeting
 September 12, 2024 - 6:00 p.m. – Curriculum Committee Meeting
 September 16, 2024 – 6:00 p.m. – Regular Board of Education Meeting

XIV. Public Comments – Items On/Off the Agenda

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XV. Board Announcements/Comments

XVI. Old Business

XVII. New Business

XVIII. Adjournment