

**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)**

May 20, 2024

5:00 p.m. Executive Session

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. Student Council Report – Nicole Books, President
- VII. 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.
- VIII. Election of Treasurer (one-year term, July 1, 2024 – June 30, 2025)
- IX. Approval of Minutes (04-15-2024 and 05-06-2024)
- X. Approval of Treasurer’s Report (04-30-2024)

NON-CONSENT ITEMS FOR APPROVAL

XI. Personnel Committee – Mr. Howard Kramer, Chairperson

- A. Move to approve the employment of Courtney Shirk as a K-2 Life Skills teacher at Jackson Elementary on a “Temporary Professional Contract” at a salary of Bachelor’s-Step 1 (\$54,114), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.
Background: Position being filled due to a retirement.
- B. Move to approve Chellsie Grube as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$14.49, 7.5 hours/day (10-month position), effective the start of the 2024-2025 school year. All required documentation, clearances, and disclosures are on file.
Background: The hourly rate listed will be adjusted to reflect new rates approved for the 2024-2025 school year. Chellsie is currently serving as a specialized paraprofessional in an Autism Support classroom as part of a cooperative learning experience with the District. She will be moving to a full-time, permanent position for the 2024-2025 school year. In order to complete required training requirements, Chellsie will be permitted to attend a maximum of 40-hours paid professional development during the summer months.
- C. Move to approve the employment of Beverly Salem, as a part-time Food Service employee (subject to assignment) at an hourly rate of \$13.00, 5.0 hours/day (10-month position) effective for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.
Background: Position being filled due to a resignation.
- D. Move to approve the employment of Rachel Brennan, as a part-time Food Service employee (subject to assignment) at an hourly rate of \$13.00, 5.0 hours/day (10-month position) effective for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.
Background: Position being filled due to a resignation.
- E. Move to approve a change in the employment status of Angela Rodriguez from Intermediate School Librarian to K-2 Librarian at Jackson Elementary, effective the 2024-2025 school year, with no change in salary.
Background: This is a newly created position for the 2024-2025 school year and is included in the budget.
- F. Move to approve a change in the employment status of Kristi Hummer from First Grade teacher at Jackson Elementary to K-2 Reading Specialist (location to be determined), effective the 2024-2025 school year, with no change in salary.
Background: This is a newly created position for the 2024-2025 school year and is included in the budget.
- G. Move to approve the official start date of Elaine Mathias, Business Manager, effective June 3, 2024.
Background: This position was approved at the March 18, 2024, board meeting.
- H. Move to approve the following 2024 ELCO+ Summer School teacher at a rate of \$155 per day, all required documentation, clearances, and disclosures are on file.

Chad Miller

- I. Move to approve the following 2024 SPA teachers at a rate of \$155 per day, pending receipt of all required documentation (as needed), as listed:

Molly Gray	Kathleen Jackson
Alysha Burkholder	Krista Krause

- J. Move to approve the following 2024 SPA Paraeducators at a rate of \$60 per day, pending receipt of all required documentation (as needed), as listed:

Mary Gassert	Jaycee Scott
Lindsay Layser	Beverly Graham

- K. Move to approve the following individuals as a new driver, noting all drivers are employed directly through Brightbill Transportation, as listed:

Patricia Borja
Victoria Ventura

- L. Move to approve adding the following individuals to the ELCO volunteer listing for the 2023-2024 school year, (noting all required documentation, clearances, and trainings are on file), as listed:

Ross Clubb	Holly Gerena	Edward Hicks
Daryl Martin	Kristen Martin	Brittany Schies
Jamie Walter	Whitney Yeingst	Alexis Burkholder

XII. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve the 2024-2025 Flexible Instruction Day Plan. (Board Attachment).
Background: The Flexible Instruction Day (FID) Plan outlines the procedures that will be followed if a FID is called due to inclement weather or another emergency. ELCO will exhaust the snow make-up days that are built into the calendar before using a FID.
- B. Move to approve the listing of the 2024 graduating seniors, pending successful completion of all requirements. (Board Attachment).
- C. Move to approve a trip and travel request from Madison Hetrick and Kyle Sonnon, FFA Advisors, and approximately 28 FFA students, to travel and participate in the State FFA Convention to be held at Penn State University, State College, PA on June 11-13, 2024.
Background: This is an annual event with costs budgeted.

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

- A. Move to approve Policy 000 – Board Policy/Procedures/Administrative Regulations for first reading. (Board Attachment)
Background: No change to language; revision date will change
- B. Move to approve Policy 001 – Name and Classification for first reading. (Board Attachment).
Background: Minor language to change clarity.

- C. Move to approve Policy 002 – Authority and Powers for first reading. (Board Attachment).
Background: The Board acts as a general agent of district residents for the public education program, rather than as an agent of the General Assembly, for purposes of carrying out the will of the district residents, who elect Board members to their seats.
- D. Move to approve Policy 003 – Functions for first reading. (Board Attachment).
Background: Added a provision that proposed changes to Board procedure or policy at a second reading will cause that procedure/policy to move back to first reading status unless that change is a minor editorial revision; added language regarding Administrative Regulations and the Board's maintenance of certain review and revision rights; added a statement that the Board President, working with the Superintendent, may develop an annual plan to evaluate functions of the Board
- E. Move to approve Policy 004 – Membership for first reading. (Board Attachment).
Background: Language was added to reflect the change in School Code to include a training requirement for school directors; procedures to fill a Board vacancy will be maintained in the Policy; additionally, new school directors will have electronic access to important documents such as the School Code and Board Policy Manual.
- F. Move to approve Policy 005 – Organization for first reading. (Board Attachment).
Background: PSBA recommended removing the school physician and school dentist from the list of Board appointments. The committee disagreed with this recommendation and will maintain the specific listing of those who need an appointment vote, specifically the district physician and dentist; language was kept from current policy regarding the number of members needed to vote for an officer removal.
- G. Move to approve Policy 006 – Meetings for first reading. (Board Attachment).
Background: Minor language revisions for clarity; language was added regarding agenda notifications based on amendments to the Sunshine Act. Language was added addressing specific exceptions for when business items can be added to the agenda after posting and noted that any matter added to a posted agenda must be included in the Board minutes.
- H. Move to approve Policy 006.1 – Attendance at meetings via Electronic Communications for first reading. (Board Attachment).
Background: No changes; only the date will change to reflect the Committee's review.
- I. Move to approve Policy 007 – Policy Manual Access for first reading. (Board Attachment).
Background: No changes to current language. Addition: Statements will be added to reflect the local procedure, having all current and future ELCO employees annually review and verify by signature a list of approved School Board policies before the last workday of September or within 30 days of the hire date for new employees.
- J. Move to approve Policy 008 – Organizational Chart for first reading, (Board Attachment).
Background: The Organizational Chart has been revised; committee wishes to maintain an Organizational Chart although PSBA recommended removing the chart, stating it is not an essential component of the Policy Manual.
- K. Move to approve Policy 011 – Principles for Governance and Leadership for first reading. (Board Attachment).
Background: Principles of Governance and Leadership were updated to reflect the most recent list.
- L. Move to approve the following policies (revised/reviewed/and/or new) for a second reading, as listed:
1. Policy 249 -Bullying/Cyberbullying
 2. Policy 251 – Students Experiencing Homelessness, Foster Care and Other Educational Instability.
 3. Policy 626.1 – Travel Reimbursement – Federal Programs
 4. Policy 707 – Use of School Facilities

5. Policy 819 – Suicide Awareness, Prevention and Response
6. Policy 918 – Title I Parent and Family Engagement

XIV. Finance Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve PSBA membership renewal for the 2024-2025 school year at a cost of \$17,514.49. (Board Attachment).
Background: Annual membership renewal; this is a budgeted expense.
- B. Move to approve Appel, Yost & Zee, as Solicitor for the 2024-2025 school year at a rate of \$230 per hour. (Board Attachment).
Background: This is an increase of \$10 per hour from the prior year and is budgeted.
- C. Move to approve a proposal from LowV Systems, Inc., for the purchase and installation of a key card entry system, two exterior cameras, and one interior camera for the relocatable classrooms located on the campus of ELCO Middle School at a cost of \$17,912.00. (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).
- D. Move to approve the renewal of NavigateHCR to provide Affordable Care Act (ACA) employer reporting requirement services for the next three calendar years.
Background: The proposal locks in rates as follows: 2024 - \$2,000; 2025 - \$2,100 and 2026 - \$2,205. This is a budgeted expense.
- E. Move to approve Change Order #19 to the High School Renovations and Additions project in the amount of \$32,133.95 (Board Attachments).
Background: This is for two change orders as follows: Lobar GC-18 at a cost of \$17,430.93 for installation of pier and steel beam and Cedar Electric EC-6 at a cost of \$14,703.02 to remove existing exterior speakers and install new APF speakers.
- F. Move to approve a Special Education Contracting Agreement with Yellow Breeches Education Center for the 2024-2025 school year. (Board Attachment).
Background: This is an approval for contracted services for the 2024-2025 school year for three elementary and five secondary academic placements. This is a budgeted expense.
- G. Move to approve Special Education and AEDY Contracting Agreements with River Rock Academy for the 2024-2025 school year. (Board Attachment).
Background: This is an approval for contracted services for the 2024-2025 school year for three academic placements. This is a budgeted expense.
- H. Move to approve two Special Education Contracting Agreements with John Paul II Center for Special Learning to provide Extended School Year (ESY) service during Summer 2024. (Board Attachment).
Background: This is an approval for contracted services for Summer 2024 for two academic placements. This is a budgeted expense.
- I. Move to approve an Addendum to a Contract for Services Agreement with Austill's Rehabilitation Services, Inc., for a continuation of existing Occupational Therapy (OT) and Physical Therapy (PT) services for students through June 30, 2027. (Board Attachment).
Background: The Addendum extends OT and PT services for students that attend District-operated programming for an additional three years. The District originally partnered with Austill's Rehabilitation Services, Inc., beginning in March 2011. This is a budgeted expense.

- J. Move to approve Resolution No. 05-20-2024-I, concerning the request for a Public-School Facility Improvement grant of \$2.4 million from the Commonwealth Financing Authority. The requested funds, if received, would be used for restoration of the ELCO Middle School roof. (Roll Call Vote).

Background: The grant application, which requires a resolution as part of the grant process, will be submitted no later than May 31, 2024.

- K. Move to approve payment of bills as found listed and attached to the May 20, 2024, Board Agenda for payments made April 2024, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$3,420,937.15
Cafeteria Fund payments in the amount of	\$196,676.38
Capital Reserve Fund payments in the amount of	\$78,812.76
Debt Service payments in the amount of	\$0.00
Construction Fund payments in the amount of	\$73,050.29
Flex Spending Payments in the amount of	\$1,133.44
Student Activity payments in the amount of	\$19,770.25

XV. Superintendent’s Report

- Director’s Reports
- Athletic Director’s Report

Upcoming Dates/Announcements:

May 21, 2024 - 6:00 p.m. – High School Awards Program
 May 23, 2024, - 6:30 p.m. – CTC Certificate & Awards Ceremony
 May 24, 2024 – Teacher Exchange Day (NO school K-12)
 May 27, 2024 – Memorial Day, School is CLOSED
 May 30, 2024 – 7:00 p.m. – Baccalaureate at Frieden’s Lutheran Church, Myerstown
 June 3, 2024 - 6:00 p.m. – Committee-of-the-Whole Board of Education Meeting
 June 4, 2024 – Last Day for students (Early Dismissal)
 June 4, 2024 - 6:00 p.m. – Commencement
 June 5, 2024 – Records & Reports Day for teachers

XVI. Public Comments – Items On/Off 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.

XVII. Board Announcements/Comments

XVIII. Old Business

XIX. New Business

XX. Adjournment