

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

**Committee-of-the-Whole
Board of Education Meeting**

**District Board Room
Hybrid Meeting**

**May 6, 2024
Amended Agenda - Approved**

5:00 p.m. Executive Session

The Board will meet in Executive Session for the purpose of discussing matters involving personnel and real estate.

6:00 p.m. Committee-of-the-Whole Board of Education Meeting

I. Call to Order

II. Moment of Silent Meditation

III. Pledge of Allegiance

IV. Roll Call

V. Mr. Ziegler made a motion to amend the board agenda to request that Finance Committee Change Order #18 reflect a change in the total amount *from* \$160,530.09 *to* \$147,124.10.

On a motion from Mr. Ziegler, seconded by Mr. Ondrusek and approved by voice vote, all voting Aye, the agenda was approved as amended.

VI. Board President's Communications

VII. Board Committees & Rep Reports

- Personnel Committee
- Curriculum Committee
- General Services Committee
- Finance Committee
- IU13 Rep Report
- PSBA Rep Report
- CTC Rep Report
- Lebanon County Tax Collection Committee Rep Report
- ELCO Education Foundation

VIII. Students of the Month

- Jackson Elementary Bus Leaders – Student Job Program
- Fort Zeller Elementary – Poetry Contest Winner and Family Group

IX. Presentation

- 2024-2025 Proposed Final Budget – Mr. Curt Richards, Interim Business Manager

X. 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.

ACTION ITEMS FOR APPROVAL

XI. Personnel Committee – Mr. Howard Kramer, Chairperson

A. Move to accept a “Letter of Retirement” from Patricia Swanger, Middle School custodian, effective August 30, 2024.

B. Move to approve a five-year contract with Elaine Mathias as Business Manager of the ELCO School District, with a start date TBD. (Board Attachment)

Background: This position was previously approved on March 18, 2024, with the appointment contingent on a contract being approved.

C. Move to accept a “Letter of Resignation” from Melanie Hart, full-time Intermediate School Food Service employee, effective and retroactive to April 24, 2024.

D. Move to approve a change in the employment status of Jocabed Robles *from* High School Spanish teacher *to* Intermediate School Autism Support teacher, effective the 2024-2025 school year, with no change in salary.

Background: This position is being filled due to a resignation.

E. Move to approve the following 2024 ELCO+ Summer School teachers at a rate of \$155 per day, pending receipt of all required documentation (as needed), as listed:

Michelle Atland	Jennifer Behney	Addie Bird	Erin Buffington
Amora Cook	Scott Eastadt	Tom Eberly	Ashley Ellingsworth
Kelly Espenshade	Kristi Gettle	Mitchell Gray	Molly Gray
Heather Kahl	Wendy Kerst	Laura Leonard	Jennifer Lovell
Suzanne Lucky	Gretchen Miller	Becky Shananman	Madelyn Strickler

Haley Thunberg	Stephanie Tice	Maddyrae Kotomski	Ashley Withrow
Emily Ziegler	Amy Zelinskie		

- F. Move to approve the following 2024 ELCO+ Summer School Paraprofessionals at a rate of \$60 per day, as listed.

Danielle Burkholder
Hayley Krill

- G. Move to approve the following Specialized Paraprofessionals to support Extended School Year (ESY) services at their individual hourly rate for the 2023-2024 school year, during the period of June 10, 2024, through August 8, 2024, as listed:

Background: Paraprofessional staff are needed to support district-operated, classroom based ESY programs during Summer 2024.

Leann Clark	Debra Blouch	Kelly Stephenson
Justine Bewley	Jessica Comoglio	Katherine Lane
Kiri Arndt	Tami Bennethum	Melanie Kauffman
Brianna Wentzel	Angel Jacovidis	Danelle Burkholder
Janelle Kramer	Ann Leaman	Stephanie Sheetz

- H. Move to approve the following Paraprofessionals to serve as Specialized Paraprofessionals with a temporary \$2.00/hour rate increase to support Extended School Year (ESY) services, during the period of June 10, 2024, through August 8, 2024, as listed:

Background: This increase in compensation reflects a temporary hourly rate adjustment because of additional responsibilities while serving as a Specialized Paraprofessional during ESY.

Angela Arnt
Kelly Blakeslee

- I. Move to approve Chellsie Grube as a Specialized Paraprofessional to support Extended School Year (ESY) services at an hourly rate of \$14.49, during the period of June 10, 2024, through August 8, 2024.

Background: Miss Grube will support district-operated, classroom based ESY programs during Summer 2024.

- J. Move to approve the following ELCO teachers to provide Extended School Year (ESY) services to students at their individual per diem hourly rate, during the period of June 10, 2024, through August 8, 2024, as listed:

Background: The District will be providing ESY services to students attending district-operated special education programming during Summer 2024.

Robin Anne Kimmey	Christina Ulrey	Amanda VanOverbeke
Jennifer Greene	Jocabed Robles	Madison Breiner
Melanie Haas	Morgan Chapman	Robyn Wentzel
Tara Clauss	Shanon Martin	Scott Easteadt
Kristi Gettle	Toni Mehaffey	

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

Janice Brown
Cruz Maldonado

- 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:

Justin Gassert	Samuel Grube	Derek McElwee
Katelyn Moyer	Donna Reggiani	Holly Ritter
Andrew Robinson	Kurt Stegman	Jeffrey Stehr
Stephaine Garcia-Rodriguez	Kelly Laysen	Derek Rabold

- M. Move to approve Jessica Hutchinson as the District Certified Instructor for Nonviolent Crisis Intervention for the 2023-2024 school year with a stipend in the amount of \$1500. *Background: The District has entered into an MOU with Eastern Lebanon County Education Association (ELCEA) to create an additional extra-curricular position in the support of staff development related to verbal de-escalation and non-violent physical intervention.*

- N. Move to approve the following individuals as coaches for the 2024-2025 Fall Sports' season, as listed (pending receipt of all required documentation, clearances, and disclosures): (Board Attachment).

Jr. High Boys' Soccer	Asst. Coach	Patrick Yeagley
Cross Country	Vol. Asst. Coach	Mitchell Gray Greg Gray

- O. Move to approve the following staff members to assist the Technology Department this summer beginning on July 8, 2024, through August 8, 2024, for three (3) hours per day at their current hourly rate. (Staffing request has been budgeted). *Background: Job responsibilities will include updating, backing up, and preparing student iPads for the beginning of the 2024-2025 school year.*

Melanie Kauffman	Erica Fisher
Kelly Blakeslee	Leann Clark

XII. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve a trip and travel request from Jonathan Bickel, High School English Teacher, to travel and participate in the 2024 National Teacher Leadership Conference to be held July 24-26, 2024, in Denver, CO. *Background: Mr. Bickel was a 2024 PA Teacher of the Year Finalist and invited to attend the conference, along with other finalists from Pennsylvania. Costs will be paid by a grant awarded from the PA Dept. of Education. No expenses will be incurred by the District.*

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

- A. Move to approve the following policies (revised/reviewed/and/or new) for 1st reading, as listed: (Board Attachment).
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. General Services Committee – Mr. Jack. Kahl, Chairperson

- A. Move to approve the 2024-2025 Keystone Purchasing Network fuel bid to Petroleum Traders Company for #2 Fuel Oil Firm Tank Transport and Ultra Low Sulfur Diesel Firm Tank Transport and to Diesel Direct Mid-Atlantic LLC for 87 Octane Unleaded Firm Tank Wagon, as listed in the bid award document. This is a budgeted expense. (Board Attachment).
Background: The bid was awarded on April 30, 2024, per the KPN bid process. Fort Zeller bid 22,500 gallons of #2 heating oil at a firm price of \$2.6101, the District bid for Brightbill Transportation, who reimburses the District for 30,500 gallons of diesel fuel at a firm price of \$2.6807, and 59,400 gallons of 87 octane gas at a firm price of \$2.8896. The price represents OPIS/NYMEX pricing plus the differential in the awarded bid.
- B. Move to approve Miller Flooring Company to provide coating and sealing to the main gyms at the Middle School, Intermediate School, Fort Zeller Elementary, and Jackson Elementary at a total cost of \$11,025. (Board Attachment).
Background: Annual summer gym coating and sealing to be contracted with Miller Flooring with the pricing structure based upon Costars. This is a budgeted expense.

XV. Finance Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve a new eight-year agreement with two one-year extensions for transportation services with Brightbill Transportation, Inc. effective July 1, 2024, (Board Attachment).
Background: This new agreement was negotiated with a net cost increase in year one at 5% and a minimum increase for inflation in future years of 2.75%.
- B. Move to approve a Special Education Agreement with New Story Schools, effective and retroactive to April 18, 2024, for the remainder of the 2023-2024 school year.
Background: Special Education placement needed because of a recent enrollment in the District.
- C. Move to approve a three-year contract with Navigate360 for the Emergency Management Suite. The cost for the 2024-2025 school year, which includes a one-time implementation fee which is \$7,671.23. (Board Attachment).
Background: This suite will be used to build, maintain, and disseminate the All Hazards Plan, provide staff with easy access to emergency protocol flipcharts, manage and report safety and security drills, manage the student-friendly reunification process, provide information to first responders, and house digital interactive building floor plans. The 2024-2025 cost will be fully covered by the 2024 Meritorious School Safety and security Grant which was awarded to the District by the PA Commission on Crime and Delinquency.

- D. Move to approve a one-year contract with AMES Janitorial Services for supplemental custodial staff at a cost of \$30 per hour, effective July 1, 2024. (Board Attachment).
Background: Ames has provided supplemental support for both custodial and food service staff. The cost will remain the same as the current school year.
- E. Move to approve a one-year contract with AMES Janitorial Services for supplemental Food Service staff at a cost of \$30 per hour effective, July 1, 2024. (Board Attachment).
Background: Ames has provided supplemental support for both custodial and food services staff. The cost will remain the same as the current school year.
- F. Move to approve Change Order #18 to the High School Renovations and Additions project in the amount of \$147,124.10. (Board Attachments).
Background: This is for a total of five (5) change orders as follows: Lobar GC-16: paving per the Highway Occupancy Permit at a cost of \$109,821.13; Lobar GC-17: room revisions at a credit of \$13,405.99; Jay R. Reynolds PC-5: copper line to the stadium at a cost of \$9,236.00; Jay R. Reynolds PC-6: kitchen revisions at a cost of \$18,309.00; and Cedar Electric EC-5: additional electrical shop and room revisions at a cost of \$23,163.96.
- G. Move to approve breakfast and lunch prices for the 2024-2025 school year, as listed:
Background: Student breakfast is currently free through State funding, and it is hoped the state will continue to provide reimbursement to allow the District to continue to offer students free breakfast. Student and Adult breakfast prices were increased by \$.20; Student lunch prices were increased by \$.25 and Adult lunch prices increased by \$.50.
- Elementary (K-5): \$2.00 for breakfast, \$3.05 for lunch
Secondary (6-12): \$2.00 for breakfast, \$3.25 for lunch
Adult \$3.00 for breakfast, \$5.50 for lunch
- H. Move to approve a consulting contract renewal with Marketing on the Move (#Social School4EDU) for the period of July 1, 2024, through June 30, 2027, at a cost of \$11,000 per year. This is a budgeted expense. (Board Attachment).
Background: Marketing on the Move will manage Facebook, and Instagram platforms for the school district, monitoring all platforms 365 days a year, maximizing engagement to our community by sharing good news, events, and strengthening communications.
- I. Move to approve and establish an ELCO School District Girls' Wrestling Program and Team beginning in the 2024-2025 school year that will adhere to board policies and the PIAA rules and regulations.
Background: On May 17, 2023, the PIAA officially sanctioned girls' wrestling as a sport.
- J. Move to approve the Club Chartering Application and account for the ELCO Class of 2027 Council, noting that required By-Laws/Constitution and list of officers has been submitted.
- K. Move to approve the 2024-2025 Lebanon County CTC Budget. (Board Attachment; Roll Call Vote).
Background: The 2024-2025 Lebanon County CTC Budget reflects an increase of 4.8% or \$43,965.00 for the ELCO School District.
- L. Move to approve the Proposed Final 2024-2025 ELCO School District General Fund Budget. (Board Attachment; Roll Call Vote).

NON-ACTION ITEMS FOR DISCUSSION

XVI. Personnel Committee – Mr. Howard Kramer, Chairperson

- No Items for discussion

XVII. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- No items for discussion

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

- No items for discussion

XIX. Finance Committee – Mr. Jack Kahl, Chairperson

- No items for discussion

XX. Superintendent's Report

- Principal Reports
- Athletic Director's Report

Upcoming Dates/Announcements:

May 7, 2024, 6:00 p.m. – Policy Ad Hoc Committee Meeting

May 9, 2024, 6:00 p.m. – Curriculum Committee Meeting

May 20, 2024, 6:00 p.m. – Regular Board of Education Meeting

May 24, 2024 – Teacher Exchange Day (NO School K-12)

May 27, 2024 – Memorial Day, School is CLOSED

Spring Concert Dates:

May 7, 2024, 7:00 p.m. – Middle School Spring Concert, Middle School Gymnasium

May 9, 2024, 7:00 p.m. – Intermediate School Spring Concert, Middle School Gymnasium

XXI. 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.

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XXII. Board Announcements/Comments

XXIII. Old Business

XXIV. New Business

XXV. Adjournment