

EASTERN LEBANON COUNTY SCHOOL DISTRICT  
180 ELCO Drive, Myerstown, PA 17067

Regular Board of Education Meeting  
District Board Room  
Hybrid  
(In-person or via Zoom)

May 20, 2024

The Regular Board of Education Meeting was called to order by President, David Ziegler at 6:09 p.m.

The Eastern Lebanon County School Board met in a Regular Board of Education Session with President Ziegler presiding.

Mr. Ziegler noted the District is audio recording the meeting, which will be posted on the District website. Mr. Ziegler also inquired if anyone in attendance was recording the meeting; no one indicated audio recording the meeting.

The Pledge of Allegiance was led by Mr. David Ziegler.

#### Roll Call

Board Secretary, Lori Mosser, called the roll. The following members were present: Mrs. Kantner, Mrs. Morrissey, Mrs. Moyer; and Messer's Ferrari, Jr., Kahl, Kramer, Santos, and Ziegler. Also in attendance were the following from the administrative team: Mrs. Vicente, ~~Dr. Davis~~, Ms. Haas, Mr. Treese, Dr. Gerhart, ~~Mrs. Hower~~, Mrs. Houck, Mr. Breeden, Mrs. DeHaven, Mrs. Shoemaker, Mr. Sweigart, ~~Mr. Mealy~~, Mr. Boltz, Mr. Dresch, Lori Mosser, Board Secretary; William Zee, School Solicitor; and faculty/staff and community residents (in-person and via Zoom).

#### Board President Communications

- Welcome to everyone attending.
- The Board met in an Executive Session tonight at 5:00 p.m. for the purpose of information gathering and training.

#### Student Council Report

- Nicole Books, Student Council President, reported on the following activities:
  - Hosted a Teacher Appreciation Breakfast on May 8, 2024
  - 2024 Prom held May 18, 2024.
  - Lawn Lunch & Volleyball Tournament will be held May 23, 2024.

#### Public Comments – Items On the Agenda

- No comments were made.

#### Election of Treasurer

President Ziegler opened the floor for nominations for the Office of Treasurer. Mr. Ondrusek nominated Mr. Kramer for Treasurer, seconded by Mrs. Morrissey. Seeing there were no other nominations, Mr. Ziegler called for the vote. With a Voice Vote of 9-0, Mr. Kramer was elected Treasurer for the period of July 1, 2024, to June 30, 2025.

### Approval of Minutes

Minutes were separated for individual motions and votes.

On a motion by Mr. Ziegler, seconded by Mr. Santos and approved by Voice vote, all voting Aye, the Minutes of 04-15-2024 were approved.

On a motion by Mr. Ziegler, seconded by Mrs. Kantner and approved by Voice vote, all voting Aye, the Minutes of 05-06-2024 were approved.

### Approval of Treasurer's Report

On a motion by Mr. Ziegler, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, the Treasurer's Report of 04-30-2024 was approved.

### NON-CONSENT Items for Approval

#### Personnel Committee - Mr. Howard Kramer, Chairperson

No Items were requested to be separated from the overall vote.

On a motion by Mr. Kramer, seconded by Mrs. Morrissey and approved by Voice vote, all voting Aye, Personnel Committee Items A- L were approved:

- A. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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 Laysen	Beverly Graham

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

Patricia Borja  
Victoria Ventura

- L. Approved 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

Curriculum Committee – Mrs. Joya Morrissey, Chairperson

No items were requested to be separated from the overall vote.

On a motion by Mrs. Morrissey, seconded by Mr. Santos and approved by Voice vote, all voting Aye, Curriculum Committee Items A-C were approved:

- A. Approved 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. Approved the listing of the 2024 graduating seniors, pending successful completion of all requirements. (Board Attachment).

- C. Approved 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.*

Policy Ad Hoc Committee – Mrs. Rachel Moyer, Chairperson

Item F was requested to be separated from the overall vote.

On a motion by Mrs. Moyer, seconded by Mrs. Kantner and approved by Voice vote, 9-0, Policy Ad Hoc Committee Items A – E and G - L were approved:

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

On a motion from Mrs. Moyer and seconded by Mrs. Kantner and approved by Voice vote, 8 – Ayes and 1 – Nay from Mr. Ondrusek, Policy Ad Hoc Committee Item F, was approved.

- F. Approved 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.*

Finance Committee – Mr. Jack Kahl, Chairperson

Item J was separated for Roll Call vote.

On a motion by Mr. Kahl, seconded by Mr. Ferrari and approved by Voice vote, all voting Aye, Finance Committee Items A-I and K, were approved:

- A. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. *Approved 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. Approved 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

In a motion by Mrs. Moyer, seconded by Mr. Kahl and approved by Roll Call vote, 9-0, Finance Item J, was approved:

Roll Call Vote:

Mr. Ziegler – Aye  
 Mrs. Moyer – Aye  
 Mrs. Kantner – Aye  
 Mr. Ferrari, Jr. – Aye  
 Mr. Kramer – Aye  
 Mr. Kahl – Aye  
 Mrs. Morrissey – Aye  
 Mr. Ondrusek – Aye  
 Mr. Santos – Aye

- J. Approved 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*

Superintendent's Report

Directors Reports:

- Mrs. Amy Shoemaker, Director of Pupil Services
  - Working with Joey Melvin, from the Center for Safe Schools to make adjustments and modifications to our All-Hazards Plan.
  - Chief Gonzalez and I toured the Penn School Safety Institute which provides both hands on experiences and classroom trainings focused on security threats. We are planning at least one full day training this fall with members of our crisis response team.
  - I have earned a certification as a Trainer for the CSTAG Model. The train the trainer certification will allow me to train additional ELCO staff.
- Mr. Jeremy Sweigart, Director of Special Education
  - Our District has partnered with the Office of Vocational Rehabilitation (OVR) to provide a small group of students the opportunity for a paid work experience through the MyWork program. They will work full-time with our Buildings and Grounds department, Monday through Thursday and be paid through OVR.
- Mr. Robert Boltz, Director of Technology
  - We have begun scheduling dates and times to pick-up student iPads as the end of school year approaches.
  - An email will be sent out to parents to log into Power Schools to provide consent for their child to keep his/her iPad over the summer in case they have course work that may have been preassigned by their teacher(s).

Mrs. Vicente shared the following:

- 5<sup>th</sup> graders going to Camp Swatara on May 30-31, 2024
- Raider Baseball Team qualified for the 4A District III playoffs.
- Raider Softball Team qualified for 4A District III playoffs and earned a first-round bye.
- Annual Sports Banquet will be held Tuesday, May 21, 2024 at 7:15 p.m.
- Congratulations to the following track and field 3A District III medal winners:
  - Luke Macchione – placed 8<sup>th</sup> in 300-meter hurdles.
  - McKenna Haas – placed 4<sup>th</sup> in the triple jump and qualified for 3A PIAA State Championships.
  - Boys 4x800 meter relay - placed 8<sup>th</sup> (Luke Macchione, Ben Macchione, Chad Keller, and Camden Marquette).

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

Public Comments – Items On/Off the Agenda

- Sarah Bair from the Myerstown Library spoke about the many summer programs the Library will be offering this summer for students of all ages.

Board Announcements/Comments

- Mr. Kahl spoke to his disappointment that ELCO will not be having a Keynote speaker at commencement this year. Thanked Mr. Kramer for hosting this year’s prom.
- Mr. Kramer spoke to his disappointment that ELCO will not be having a Keynote speaker at commencement this year.
- Mrs. Moyer is in favor of the change to the commencement format, but stated the commencement format can be revisited next year, if needed.
- Mr. Zeigler explained how the decision was made to change the commencement format but will keep options open for the future.
- Mr. Ferrari thanked the veterans for their service. Thanked Mrs. Moyer and Mrs. Vicente for expanding the policy background information to explain what, if any, changes were made to a policy.

Old Business

- No Old Business was discussed.



New Business

- No New Business was discussed.

Adjournment

On a motion by Mr. Ziegler, seconded by Mr. Santos and approved by Voice vote, all voting Aye, President Ziegler adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Lori Mosser  
Board Secretary