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

Committee-of-the-Whole Board of Education Meeting District Board Room Hybrid (In-person or via Zoom)

August 5, 2024

The Regular Board of Education Meeting was called to order by President, David Ziegler at 6:00 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 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, Ondrusek, Santos, and Ziegler. Also in attendance were the following from the administrative team: Mrs. Vicente, Dr. Davis, Ms. Haas, Mr. Treese, Dr. Gerhart, Mrs. Ressler, Mrs. Houck, Mr. Breeden, Mrs. Smith, Mrs. Shoemaker, Mr. Ludwig, Mr. Mealy, Mrs. Mathias, Mrs. DeHaven, Mr. Boltz, Mr. Dresch, Mrs. Hanichak; Kevin French, School Solicitor; and faculty/staff and community residents (in-person and via Zoom).

Board President Communications

• Welcome to everyone attending.

Presentation

• 30-year Service Plaque to Howard Kramer – Ms. Jamie Zuvich, PSBA

At 6:06 p.m. the board took a brief intermission. The meeting reconvened at 6:10 p.m.

Board Committees and Rep Reports

- Personnel Committee Mr. Howard Kramer
 - No Report
- Curriculum Committee Mrs. Joya Morrissey
 - o No Report
- General Services Committee Mr. Jack Kahl
 - Next meeting scheduled for August 14, 2024, at 5:00 p.m.
- Finance Committee Mr. Jack Kahl
 - Next meeting scheduled for August 14, 2024, at 5:00 p.m.
- IU13 Rep Report Mr. Ray Ondrusek
 - Next meeting scheduled for August 14, 2024.
- PSBA Rep Report Mrs. Bonnie Kantner
 - PASA-PSBA School Leadership Conference October 6-8, 2024.
 - o School Law Workshop October 7, 2024

- PSSI Open House October 22, 2023 9:00 a.m. 2:00 p.m.
- CTC Rep Report Mr. JP Santos
 - No Report.
- Lebanon County Tax Collection Committee Rep Report Mr. Howard Kramer
 - No Report.
- ELCO Education Foundation Mrs. Joya Morrissey
 - Next meeting scheduled for August 8, 2024, at 8:00 a.m.

Written Request to Address the Board

• No written requests

Public Comments -- Items On the Agenda

• No public comments

ACTION ITEMS

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. Moyer and approved by Voice vote, all voting Aye, Personnel Committee Items A-O were approved:

- A. Approved the employment of Ann Leaman as an Autistic Support teacher at the High School 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: This is a new position, and part of the approved Special Education plan.*
- B. Approved the employment of Jennifer Smith as a 5th grade teacher at the Intermediate School on a "Professional Contract" at a salary of Master's Step 12 (\$76,792) effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.
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Background: This position is being filled due to a change in employment status.

- C. Approved the employment of Jolene Keller, as a full-time Paraprofessional (subject to assignment), at an hourly rate of \$16.40, 7.5 hours/day (10-month position), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures. Background: This is a new position budgeted for the 2024-2025 school year to support full day kindergarten.
- D. Approved the employment of Tiffany Hollinger, as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$16.57, 7.5 hours/day (10-month position), 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.
- E. Approved the employment of Carly Keith, as a part-time Paraprofessional (subject to assignment), at an hourly rate of \$12.31, 3.0 hours/day (10-month position), 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.

- F. Accepted a "Letter of Resignation" from Robin Anne Kimmey, Special Education Consultant, effective September 22, 2024.
- G. Accepted a "Letter of Resignation" from Brittany Wenrich, full-time Paraprofessional, effective August 19, 2024.
- H. Accepted a "Letter of Resignation" from Danette Ocker, Food Service employee, effective August 9, 2024.
- I. Approved the following mentors for the 2024-2025 school year prorated to the number of days worked, as listed:

Background: There are a few professional staff members who are completing their Induction Program under the former version of the Induction Plan. These staff will continue to participate in Induction activities until their 1-year anniversary date.

MENTOR	INDUCTEE
Amanda Templeton	Amy Davis
Zachary Cook	Richard Casterline
Jennifer Greene	Morgan Chapman
Tara Perlaki	Malachi Bomgardner

J. Approved 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):

Sherry Behney Valerie Kramer	C
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Charles Vicknair

K. Approved the ELCO Virtual Academy teachers for the 2024-2025 school year, as listed:

Jackie Bender	John Bickel	Dennie Boltz
Brad Connors	Paul Dissinger	Kelly Espenshade
David Fair	Josh Glant	Wesley Harpold
Holly Hartman	Gina Hewitt	Amy Hicks
Janice Koontz	Chris Longstaff	Elissa McCallum
Chad Miller	Sean Miller	Elizabeth Phillips
Michael Simmons	Wes Soto	Victoria Taylor
Amanda Templeton	Lucas Sandoe	Danielle Seldomridge
Taryn Showalter	Zach Stuart	James Thomas
Amy Weddle	Michelle Whitmoyer	Emily Ziegler
Rebecca Zimmerman	Gretchen Miller	Shanon Martin
Kirk Keppley		

L. Approved the Department Chairs, Grade Level Chairs, and Team Leaders for the 2024-2025 school year, as listed:

DEPARTMENT/GRADE LEVEL	DEPARTMENT CHAIR
Art	Taryn Showalter
Business Education	Amy Weddle
Family Consumer Science	Elizabeth Phillips
Health, Physical Education	Matthew Babiarz
Language Arts	Amanda Templeton
Language Arts – Middle Level Curriculum Liaison	Michelle Whitmoyer
Library	Wendy Kerst
Mathematics	Michael Simmons
Math – Middle Level Curriculum Liaison	Elissa McCallum
Music	David Fair

Reading	Sara Faust
Science	Christopher Heft
Science – Middle Level Curriculum Liaison	Angela Bicher
Social Studies	Zachary Cook
Technology Education	Ken Miller
World Language	Gina Hewitt
K-12 Counselor Dept. Chair	Nichole McCullough
5 th Grade Dept. Chair	Gretchen Miller
4 th Grade Dept. Chair	Andrew Risser
3 rd Grade Dept. Chair	Erin Buffington
	TEAM LEADER
2 nd Grade Team Leader	Beth Kane
2 nd Grade Team Leader	Rebecca Kleinfelter
1 st Grade Team Leader	Kristi McDonnell
1 st Grade Team Leader	Jessica Auman
K Team Leader	Ruthanne Gray
K Team Leader	Michelle Zurick
Special Ed 9-12 Grade Team Leader	Tara Clauss
Special Ed 6-8 Grade Team Leader	Toni Mehaffey
Special Ed 3-5 Grade Team Leader	Allison Clark
Special Ed K-2 Grade Team Leader	Sara Griffith

M. Approved the following mentors for the 2024-2025 school year, as listed:

Background: The Induction Program was re-designed this year and is now a 2-year program to meet PA Department of Education requirements. A Mentor Team has been created at each building to better support the teachers coming into the District.

SCHOOL	MENTOR TEAM
Fort Zeller Elementary	McKenna Kolovani
	Ashley Withrow
Jackson Elementary	Michelle Altland
	Ashley Titler
ELCO Intermediate School	Nichole McCullough
	Tara Perlaki
	Kristi Reichard
	Ruth Long
ELCO Middle School	Dennie Boltz
	Erin Harris
	Toni Mehaffey
	Gina Hewitt
ELCO High School	Janice Koontz
	John Mentzer
	Amanda Templeton
	Jennifer Martin

- N. Approved the ELCO Sub Listing (renewed professional and support staff) for the 2024-2025 school year. (Board Attachment)
- O. Approved 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 Field Hockey Coach – Tasha Ness Volunteer Football Coach – Mitchell Aponick Volunteer Jr. High Girl's Soccer - Nathan Snee

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. Ondrusek and approved by Voice vote, all voting Aye, Curriculum Committee Items A-H were approved:

- A. Approved a contract between ELCO School District and Corwin to provide professional learning consulting services for a total of 15 hours over the 2024-2025 school year at a cost of \$21,585.93 (Board Attachment)
 Background: The contract provides for two full days of in-person professional learning for staff during in-service days, additional virtual workshops for principals, and a copy of the book provided for all staff involved in the training. The cost of these trainings has been budgeted.
- B. Approved a yearly contract renewal with NoodleTools in the amount of \$576.00. (Board Attachment)
 Background: NoodleTools is an online subscription primarily used in grades 6-12 that assists students in properly citing sources in research. This item has been budgeted.
- C. Approved a yearly contract renewal with Lancaster-Lebanon IU13 for the use of their Palo Alto filter in the amount of \$3,475.00. (Board Attachment) Background: While Securly is used for off-site filtering of devices, the Palo Alto filter is the primary filter for any device that is connected internally within the school district. This item has been budgeted.
- D. Approved the renewal of the Memorandum of Understanding between Harrisburg Area Community College (HACC) and Eastern Lebanon County High School for Dual Enrollment and College in the High School. (Board Attachment) Background: This renewal agreement will permit qualified ELCO students to enroll in college courses taught by HACC faculty outside of the high school under the Dual Enrollment program. Additionally, the College in the High School program allows students to earn HACC credits by completing courses at ELCO High School that are taught by HACC approved high school instructors. Both programs are offered at a reduced tuition rate to students and will allow students to concurrently earn college and high school credits upon successful completion of the courses(s).
- E. Approved a Dual Enrollment agreement between Cedar Crest College and the Eastern Lebanon County School District. (Board Attachment) Background: This new agreement will permit qualified ELCO students to enroll in eligible college courses through Cedar Crest College at a reduced tuition rate and to concurrently earn college credit and high school credit upon successful completion of the course(s).
- F. Approved a Memorandum of Understanding between Pennsylvania College of Art and Design (PCA&D) and the Eastern Lebanon County School District. (Board Attachment) *Background: This new agreement will permit qualified ELCO students to enroll in eligible college courses through the Pennsylvania College of Art and Design at a reduced tuition rate and to concurrently earn college credits and high school credits upon successful completion of the course(s).*
- G. Approved Eastern Lebanon County High School students to take dual enrollment courses through Outlier, managed by the University of Pittsburgh. (Board Attachment). *Background: This new agreement will permit qualified ELCO students to enroll in dual enrollment courses through Outlier, managed by the University of Pittsburgh, and to concurrently earn college credits and high school credits upon successful completion of the course(s). This program is offered in conjunction with the Pennsylvania Institute of CPA's.*

H. Approved a renewal of the Dual Enrollment agreement between Eastern Lebanon County High School and Central Penn College (CPC). (Board Attachment) Background: This renewal agreement will permit qualified ELCO students to enroll in the college courses taught by CPC faculty outside of the high school under the Dual Enrollment program at a reduced tuition rate and to concurrently earn college and high school credits upon successful completion of the course(s).

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Policy Committee - Mrs. Rachel Moyer, Chairperson

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

On a motion by Mrs. Moyer, seconded by Mrs. Kantner and approved by Voice vote, all voting Aye, Policy Committee Items A-Y were approved:

- A. Approved Policy 100 Comprehensive Planning for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- B. Approved Policy 101 Mission Statement/Vision Statements/Values for first reading. (Board Attachment)
 Background: Minor language revisions/additions to provide clarity. Language aligns to Board approved comprehensive plan.
- C. Approved Policy 102 Academic Standards for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- D. Approved Policy 105 Curriculum for first reading. (Board Attachment) Background: Minor language revisions for clarity. Replaced "Limited English Proficiency Programs" with "Language Instruction Education Program" for alignment with regulations.
- E. Approved Policy 105.1 Review of Instructional Materials by Parents/Guardians and Students for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- F. Approved Policy 105.2 Exemption From Instruction for first reading. (Board Attachment) *Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- G. Approved Policy 106 Guides for Planned Instruction for first reading. (Board Attachment) *Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- H. Approved Policy 107 Adoption of Planned Instruction for first reading. (Board Attachment) *Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- I. Approved Policy 108 Adoption of Textbooks for first reading. (Board Attachment) Background: Minor language revisions for clarity. Clarifies that textbooks could be in both print or digital format and clarifies the role of the Superintendent to select and recommend textbooks after consultation with administrative and professional staff to more closely align to school code.
- J. Approved Policy 109 Resource Materials for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language changes; the review date will change.
- K. Approved Policy 110 Instructional Supplies for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language changes; the review date will change.

- L. Approved Policy 111- Lesson Plans for first reading. (Board Attachment) Background: Minor language revisions for clarity. Revisions include the completion of lesson plans on designated on-line platforms and lesson plans must be available for immediate access by assigned substitute teachers.
- M. Approved Policy 112 Guidance Counseling for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language changes; the review date will change.
- N. Approved Policy 113 Special Education for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language changes; the review date will change.
- O. Approved Policy 113.1 Discipline of Students With Disabilities for first reading. (Board Attachment) Background: Revised language addresses incident reporting due to changes in school code and clarifies that PDE retains the responsibility for collecting the annual incident reports from school entities. Additionally, "local police department" was replaced with "law enforcement agency" to align with school code.
- P. Approved Policy 113.2 Behavior Support for first reading. (Board Attachment) Background: Minor language revisions to align with school code "local police department" was replaced with "law enforcement agency".
- Q. Approved Policy 113.3 Screening and Evaluations for Students With Disabilities for first reading. (Board Attachment) Background: Language revisions clarify parent/guardian requests for Independent Educational Evaluations.
- R. Approved Policy 113.4 Confidentiality of Special Education Student Information for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- S. Approved Policy 114 Gifted Education for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- T. Approved Policy 115 Career and Technical Education for first reading. (Board Attachment) Background: Language was added to this policy to clarify that district students attend a separate full/half day career and technical center, and the district provides classes.
- U. Approved Policy 116 Tutoring for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.
- V. Approved Policy 117 Homebound Instruction for first reading. (Board Attachment) Background: Language was added that the Superintendent shall develop procedures to protect the privacy of a student placed on homebound instruction.
- W. Approved Policy 118 Independent Study for first reading. (Board Attachment) Background: Minor language revisions for clarity. The committee rejected the suggestion to remove the purpose statement from the policy. The purpose statement will remain.
- X. Approved Policy 119 Current Events for first reading. (Board Attachment) Background: Policy reviewed by committee. There are no language revisions; the review date will change.

Y. Approved Policy 121 - Field Trips for first reading. (Board Attachment) Background: Revisions include an updated purpose statement that clarifies the benefits of field trips. Additionally, language was revised to specify when Board approval is required for field trips. Board approval is required for overnight or out-of-state trips. Language was revised to indicate that transportation of students will be provided in accordance with Policy 810, Transportation.

On a motion by Mrs. Moyer, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, Policy Committee Item Z was approved:

- Z. Approved the following policies (revised/reviewed/and/or new) for a second reading, as listed: (Board Attachment)
 - 1. Policy 103.2 Sex-Based Distinctions in Athletics. (Note: correct policy number was assigned to comply with numbering system)
 - 2. Policy 318 Attendance and Tardiness
 - 3. Policy 334 Sick Leave
 - 4. Policy 336 Personal Necessity Leave
 - 5. Policy 341 Benefits for Part-Time Employees

General Services Committee - Mr. Jack Kahl, Chairperson

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

On a motion by Mr. Kahl, seconded by Mr. Kramer and approved by Voice vote, all voting Aye, General Service Items A-B, were approved:

- A. Approved a network infrastructure service agreement with Foster Consulting not to exceed \$3,500.00 for the 2024-2025 school year. (Board Attachment) Background: Annual agreement for assistance in setup, configuration, and troubleshooting of Cisco Meraki network switches and access points. Foster Consulting is highly regarded and used among districts throughout the LLIU13 and have had successful partnerships for several years. This item has been budgeted.
- B. Approved a year contract renewal with ZOHO Corporation's ManageEngine ADManager Plus and ADSelf Service Plus in the amount of \$1,990.00. (Board Attachment) Background: This software helps manage password expirations, notifications to the technology department of soon to be or expired passwords for uses throughout the district. This item has been budgeted.

Finance Committee - Mr. Jack Kahl, Chairperson

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

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

- A. Approved a transfer from the General Fund to the Capital Reserve Fund in the amount of \$275,000.00. Background: This transfer is part of the 2024-2025 Budget plan.
- B. Granted authorization to submit the Treasurer's Report for approval in September that would normally be presented during the month of August. *Background: This request is due to a change in Business Office personnel.*

C. Approved a musical agreement with Music Theatre International (MTI) to secure the rights and license for the amateur production of the 2025 High School Spring Musical in the amount of \$4,555.00.

Background: The High School Spring Musical will be performed February 28, 2025, through March 1, 2025. This is a budgeted item.

D. Approved Change Order #22 to the High School Renovation and Additions project in the amount of \$37,641.43 (Board Attachment).
 Background: Lobar GC-21a is for additional framing and drywall in the amount of \$8,452.32. Lobar GC-21b is to supply and install a new base and flooring in the amount of \$19,643.71. Lobar GC-21c is for a floor saw rental that was needed due to a two-day power outage in the amount of \$816.54, and Lobar GC-21d is to remove and replace unsuitable soils below the kitchen slab in the amount of \$8,755.86.

NON-ACTION ITEMS

Personnel Committee - Mr. Howard Kramer, Chairperson

• No Items for Discussion.

Curriculum Committee - Mrs. Joya Morrissey, Chairperson

• No Items for Discussion.

General Services Committee - Mr. Jack Kahl, Chairperson

• No Items for Discussion.

Finance Committee - Mr. Jack Kahl, Chairperson

• No Items for Discussion.

Superintendent's Report

• <u>Upcoming Dates/Announcements</u>:

August 13-14, 2024 - New Teacher Induction August 14, 2024, 5:00 p.m. – Finance/General Services Committee Meeting August 15, 2024, 5:30 p.m. – Policy Ad Hoc Committee Meeting August 19, 2024, 6:00 p.m. - Regular Board of Education Meeting August 19, 2024 – Opening Day for All Staff K-12 August 20, 2024 – In-Service for All Staff K-12 August 22, 2024, 5:30 p.m. – 7:30 p.m. – Back-to-School Picnic, Middle School August 26, 2024 – First Day of School for Students K-12 August 30, 2024 – NO SCHOOL September 2, 2024 – NO SCHOOL in observance of Labor Day

- <u>Principal Reports</u>
 - Mrs. Megan Ressler- Jackson Elementary School
 - Thank you to all the staff that took part in SPA, ELCO+, and ESY. Thank you to Amy Smith for keeping things running smoothly over the summer.
 - Kindergarten Bus Ride Night Tuesday, August 20, 2024 5:00 p.m. 6:00 p.m.
 - Chalk the Walk event scheduled for the afternoon of Sunday, August 25, 2024.

- Mrs. Jodi Houck Fort Zeller Elementary School
 - Thank you to all the staff that took part in SPA, ELCO+, and ESY. Thank you to Lori Newswanger for keeping things running smoothly over the summer and our custodial staff for getting the building ready for the new school year.
 - Kindergarten Bus Ride Night Tuesday, August 20, 2024 5:00 p.m. 6:00 p.m.
 - Chalk the Walk event scheduled for the afternoon of Sunday, August 25, 2024.
- Dr. Michael Gerhart ELCO Intermediate School
 - Back to School Night will be two nights.
 - Tuesday, September 10, 2024 6:00 p.m. -7:30 p.m. for 3rd grade students and families.

Thursday, September 12, 2024 - 6:00 p.m. -7:30 p.m. for 4th and 5th grade students and families.

- Mrs. Vicente on behalf of Mr. Jonathan Treese ELCO Middle School
 - New student and 6th grade Parent Orientation August 20, 2024, at 6:00 p.m.
 - WEB (Where Everyone Belongs) Orientation August 23, 2024, 8:00 a.m. 2:30 p.m.
- Ms. Jennifer Haas ELCO High School
 - The 3rd schedule change day will be Tuesday, August 6, 2024.
 - New Student Orientation for all incoming 9th graders and students transferring to ELCO High School Wednesday, August 21, 2024, in High School Auditorium.
 - Freshman Forward Orientation Thursday, August 22, 2024 9:00 a.m. 12 noon in the High School.
- <u>Athletic Director's Report</u>
 - o Mr. Tommy Mealy
 - Good Luck to the 2024 graduates that will be participating in collegiate sports.
 - Fall Sports practice started today. Good luck to all our athletes.

Mrs. Vicente reported on the following:

- 2nd Annual Back-to-School Picnic scheduled for August 22, 2024, from 5:30 p.m.-7:30 p.m. We will have an assortment of Food Trucks, a DJ, many local organizations will have tables set up to share information. In the event of inclement weather, the event will not be held.
- National Night Out will be held Tuesday, August 6, 2024, from 6:00 p.m. 9:00 p.m. at the Fairlane Mall.
- Lebanon Fair highlights many students not only in the ELCO district, but students across the county. Caleb Noll, an ELCO student, had an article in Leb Town regarding the steer he was showing at the fair.

Public Comments - Items On/Off the Agenda

• No public comments

Board Announcements/Comments

- Mrs. Morrissey commented on the new ELCO High School sign.
- Mr. Ferrari thanked Mr. Kramer for his years of service to the ELCO School District.

Old Business

• No Old Business was discussed.

New Business

• No New Business was discussed.

<u>Adjournment</u>

On a motion by Mrs. Morrissey, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, President Ziegler adjourned the meeting at 6:52 p.m.

Respectfully Submitted,

Lori Mosser Board Secretary