



Eastern Lebanon County School District
Committee Minutes
February 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

February 3, 2025, DO Boardroom, 5:30 pm

Policy Committee Minutes

Policy Committee Chair: **Rachel Moyer**

Policy Committee Members: **Howard Kramer, Ray Ondrusek**, Joya Morrissey;
Board President, Jack Kahl

The meeting was called to order at 5:36 pm by Mrs. Moyer

The following policies were discussed and will move forward for first reading.

- Policy 325 Dress and Grooming
- Policy 326 Complaint Process
- Policy 328 Compensation Plans/Salary Schedules
- Policy 330 Overtime
- Policy 331 Job Related Expenses
- Policy 332 Working Periods
- Policy 333 Professional Development
- Policy 334 Sick Leave
- Policy 335 Family and Medical Leaves
- Policy 336 Personal Necessity Leave
- Policy 337 Vacation
- Policy 338 Sabbatical Leave
- Policy 338.1 Compensated Professional Leaves
- Policy 339 Uncompensated Leave
- Policy 340 Responsibility of Student Welfare
- Policy 341 Benefits for Part-Time Employees
- Policy 342 Jury Duty
- Policy 343 Paid Holidays
- Policy 345 School Police – Use of Force and Weapons
- Policy 347 Workers' Compensation Transitional Return-to-Work Program
- Policy 351 Drug and Substance Abuse
- Policy 360 Driver History Records Policy

Other discussion items from Committee members

The committee reviewed a draft of a Display of Flags policy created by Mr. Ondrusek. Mrs. Vicente shared the draft policy earlier with the solicitor and she shared his comments on the policy. Mr. Ondrusek will review those comments and revised the policy accordingly.

The committee reviewed a summary document of recent Presidential Executive Orders; Mrs. Moyer requested the creation of this document. It is expected that there will be additional Executive Orders. Mrs. Vicente and Dr. Davis will update the summary document as necessary for the Board.

Public Comment: None

The meeting adjourned at 6:49 pm.

Future Policy Committee Meetings:

Monday, March 3, 2025
Monday, April 7, 2025
Monday, May 5, 2025
Monday, June 9, 2025
Monday, July 7, 2025

Monday, August 4, 2025
Monday, September 8, 2025
Monday, October 6, 2025
Monday, November 3, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

District Board Room

February 4, 2025, 5:00 pm

General Services Committee Chair: **JP Santos**

General Services Committee Members: **Howard Kramer, Ray Ondrusek, David Ziegler;**
Board President, Jack Kahl

Board Member, Rachel Moyer attended as a member of the community

Minutes

Call to Order and Welcome

- Mr. Santos called the meeting to order at 5:01 pm.

Discussion Items

eRate Information

- Mr. Boltz presented information about eRate funding that could support replacement of important technology infrastructure. The District can apply now for eRate funding that can be used in subsequent years.

Walkway Railings for the New Athletic Entrance

- Mr. Dresch shared that he is actively seeking a quote for this railing that will match railings around the building.

Middle School Roof Update

- Mr. Dresch discussed the DCED roof grant that was awarded for \$1.533 million. Mrs. Shoemaker and Mrs. Hanichak wrote the grant and ELCO was awarded one of the largest amounts. District share is 25%. If we maximize the grant, the District will need to contribute about \$250,000. This will have the Middle School roof in great shape for the next 25-30 years.
- The project could be completed this year or next year.
- Committee agreed to move forward with the project with timing of the project TBD.

High School Repairs

- There is a section of the High School where the roof needs to be repaired with additional blocking. There are also some leaks over the weight room and better flashing would fix the

leaks. This cost should not exceed \$10,000. These items are not a change order because these items were not part of the renovation project. Total cost will be between \$17,000 and \$19,000. This is a priority.

- Committee agreed to move forward with the HS wrestling room roof repair.

Middle School Bleachers

- Backboards in the need to be repaired by replacing the hoist. The Middle School bleachers also require some repairs. Because the bleachers are older, there are not replacement parts so an entire row needs to be replaced at a time. There are 85 seats that need to be replaced. The total cost would be \$10,908.
- The Committee recommends moving forward with fixing the backboard hoist and bleachers.

Preventative Maintenance Contract

- Two air compressors in the HS Ag and Metal Shops need to be maintained. The compressors are very expensive but we are continuing with the \$5,233 contract which includes several visits to maintain the compressors which are under warranty. After the warranty expires, we can look at less expensive contracts for this maintenance.
- The Committee recommends moving forward with this contract.

Naming of Planetarium

- The Planetarium has been a multi-year partnership with the ELCO Foundation. During the Foundation meetings, there have been discussions about naming the Planetarium as The Kramer Family Planetarium. Policy 715 – Commercial Advertising, Partnerships, Sponsorships, and Naming Rights was developed to provide oversight on naming rights.
- The Committee supported Mrs. Vicente speaking with the school solicitor to receive guidance on moving forward with this.

Barn Project

- Mrs. Vicente presented an overview of the ELCO Legacy Barn Project. This would be a one-of-a-kind opportunity for our students and school district and would provide students who do not live on a farm the opportunity to gain experience in raising production livestock for their Supervised Agriculture Experiences (SAE).
- Mrs. Vicente showed plans that were developed with Farmer Boy Ag for a 40 ft X 80 ft barn with flexible spaces to accommodate different size animals. The barn would include an arena/show ring with seating along the perimeter for students to view demonstrations.
- The OAC provided input into the design and approved moving forward with the barn project last year.
- FFA students are currently working on the development of a pitch that will be given to local businesses to solicit donations of materials and funds to build the barn. The pitch will be held later this spring. The projected project is around \$500,000.
- A partnership with a local university could be beneficial to secure larger donations. An agreement with Penn State Berks is on the Curriculum Committee agenda this week to begin to explore this type of partnership.
- We are ready to go to Jackson Township to secure a permit for the project.

- The Committee recommended putting this item on the Board agenda for approval to allow the District to continue in the planning process.

Public Comment: There were no public comments.

Next Meeting: March 4, 2025 at 5:00 pm.

Adjournment: Mr. Santos adjourned the meeting at 6:05 pm.

Future General Service Committee Meetings:

Tuesday, March 4, 2025
Tuesday, April 8, 2025
Tuesday, May 6, 2025
Tuesday, June 10, 2025
Tuesday, July 8, 2025

Tuesday, August 5, 2025
Tuesday, September 9, 2025
Tuesday, October 7, 2025
Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

February 4, 2025, DO Boardroom, 6:00 pm

Finance Committee Chair: **Ray Ondrusek**

Finance Committee Members: **Howard Kramer, JP Santos**, David Ziegler; **Board President, Jack Kahl**

Board Member, Rachel Moyer attended the meeting as a community member

Minutes

Call to Order and Welcome

- Mr. Ondrusek called the meeting to order at 6:12 pm.

Discussion Items

Real Estate Collection Update

- Mrs. Mathias reported that the first few tax bills came in at 97.5% collection rate.

Construction Fund Update

- Mrs. Mathias reported that there will be approximately \$10,000 remaining in the Construction Fund budget after all bills are paid.

High School Renovation Update – Change Order

- Mrs. Mathias reported that there is a change order for sewage ejectors. There was a defect in what was installed so the equipment will be replaced at no cost to the District.
- The Committee asked to have the item on the next Board agenda for approval.

2025-2026 Preliminary Budget Presentation

- Mrs. Vicente began the presentation with a perspective on the budget including three different business managers who have had a hand in the budget and the alignment of the budget to the goals in the Comprehensive Plan. Principals and Directors created budgets that came in at or below previous year budgets.
- Mrs. Hanichak presented on the history of the budgets in the last few years including:
 - Increased salaries in 2024-2025 to support full day kindergarten;
 - End of ESSER funding;

- New bond issuance for the construction project and the impact of higher debt service payments;
- Last year's tax increase of 5%;
- Cost avoidance through PCCD and DCED grants.
- Mrs. Mathias presented the Preliminary Budget for 2025-2026.
 - A financial history was presented including fund balance, assessed values, historical and projected Act 1 index values.
 - A summary of the major cost drivers was presented including detailed information about cyber charter costs, salaries, PSERS rates, healthcare expenses, and debt service requirements.
 - A summary was provided of the 2025-2026 revenues and budgeted expenditures. The budget was developed using a 4.8% tax increase which is the percentage allowable under Act 1. As presented, the budget reflects a deficit of \$2,898,182 with a 4.8% tax increase. At a 0% tax increase, the deficit would be \$4,404,369.
 - The presented budget includes one new professional position aligned with the Comprehensive Plan goals. Administration had other positions included as part of the development of the budget but the administrators met to prioritize the positions and eliminated all but one position before the preliminary budget was developed.
 - The impact of a 4.8% tax increase to the average taxpayer is \$13.23 per month.
 - The next steps are for Mrs. Mathias to have continued conversations with administration to continue to identify cost savings in the budget between now and the final budget presentation. Updates will be provided in subsequent Finance Committee meetings.
- Mr. Ondrusek asked for a 10-year forecast for the debt service and its impact on future budgets.

Public Comment: There were no public comments.

Next Meeting:

- March 4, 2025 at 6:00 pm

Adjournment

- Mr. Ondrusek adjourned the meeting at 7:14 pm.

Future Finance Committee Meetings:

Tuesday, March 4, 2025
 Tuesday, April 8, 2025
 Tuesday, May 6, 2025
 Tuesday, June 10, 2025
 Tuesday, July 8, 2025

Tuesday, August 5, 2025
 Tuesday, September 9, 2025
 Tuesday, October 7, 2025
 Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

February 6, 2025, DO Boardroom, 5:00 pm

Curriculum Committee Minutes

Curriculum Committee Chair: **Bonnie Kantner**,

Curriculum Committee Members: **Thomas Ferrari, Jr., Rachel Moyer, Joya Morrissey;**
Board President, Jack Kahl

The meeting was called to order at 5:00 pm by Mrs. Kantner.

Discussion Items

2025-2026 District Calendar

- Dr. Davis reviewed the proposed 2025-2026 District calendar with the committee and shared that a survey was conducted to secure staff input on the creation of the calendar. Dr. Davis pointed out key components of the calendar:
 - Maintained 2-hour delay days;
 - Moved an In-Service day from March to October for a professional learning opportunity in the fall; the 2024-2025 calendar did not reflect this fall In-Service Day;
 - The Monday after Thanksgiving will be a school day;
 - December 22 and 23 will be In-Service days for staff;
 - Maintained the two-week winter break for students;
 - Maintained two In-Service days during the winter break for staff;
 - Two Snow days are built into the calendar and will be used first before utilizing a maximum of five Flexible Instruction Days (FID);
 - Emergency make-up days would be used in April;
 - Graduation will be Thursday, May 28, 2026; and
 - The last student day will be Thursday, June 4, 2026.

FID (Flexible Day Use)

- The Committee decided to maintain the past practice of building two snow days into the calendar and using them first before using the five FID days.

Dual Enrollment Agreements Penn State Berks Campus

- Mrs. Vicente has been working closely with the Vice Chancellor of Penn State Berks to establish a partnership. Two dual enrollment agreements were shared

with the committee: one agreement will allow students to come to the campus to take classes, and the other agreement is a college in the high school agreement which has students take classes in our high school taught by our staff who are PSU Berks approved. The committee recommends moving forward for full board approval of the two agreements.

Amplify CKLA Presentation

- Dr. Davis provided a review of the Science of Reading research and the alignment of CKLA to the best practices in teaching students to read.
- Dr. Davis shared PA Future Ready Index data that demonstrates that students are demonstrating growth in reading across the PSSA-tested grade levels but the achievement is falling behind. Students are not meeting the interim targets for achievement in reading.
- Dr. Davis shared that no other program reviewed by the selection committee provided all of the aligned components that CKLA provides. Aligned components include a robust phonics program with explicit instruction scaffolded across the grade levels; books aligned with the skills the students are learning (not leveled readers); foundational core knowledge program that builds background knowledge and vocabulary; integrated writing and research component; high-interest topics to engage students and foster a love of reading.
- Monica Vincent, CKLA representative, joined the committee meeting to present key components of the CKLA program and answer questions from the committee members.
- Specific concerns were brought up by the Committee regarding some of the content in the resource. Dr. Davis discussed the flexibility of the program to be able to replace lessons with alternate lessons that teach the same skill. Ms. Vincent shared that Amplify has a customer support team that has assisted other districts with these types of modifications.
- Some of the concerns brought up by the committee include:
 - Lack of use of the term “compound words”
 - Concerns about preschool students entering the district who have used different terminology that is not aligned with the Science of Reading;
 - Use of “tricky words” instead of “sight words;”
 - Lessons on Barack Obama – will this topic be appreciated in a conservative community;
 - Inconsistencies in the way students are asked to demonstrate oral segmenting (finger-thumb tap, wiggle a finger, etc.);
 - /ch/ and /j/ digraphs will be a challenge for the PA Dutch community;
 - Age of the Earth is presented as a theory, but no Biblical theories of the Earth’s creation were included as a theory.
- The committee will continue to review the resources and bring additional comments to the next meeting.

Public Comment: None

Next Curriculum Committee meeting: Thursday, March 6, 2025

Mrs. Kantner adjourned the meeting at 6:30 pm.

Future Curriculum Committee Meetings:

Thursday, April 10, 2025

Thursday, May 8, 2025

Thursday, June 12, 2025

Thursday, July 10, 2025

Thursday, August 7, 2025

Thursday, September 11, 2025

Thursday, October 9, 2025

Thursday, November 6, 2025

Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

February 6, 2025, DO Boardroom, 6:00 pm

Personnel Committee Chair: **Joya Morrissey**

Personnel Committee Members: **Thomas Ferrari, Jr., Bonnie Kantner, Rachel Moyer;**
Board President, Jack Kahl

Minutes

Mrs. Morrissey called the meeting to order at 6:35 pm.

Discussion Items

The Committee reviewed a draft agenda for the February 18, 2025, meeting which reflects actions as of the February 6 Committee meeting. There will likely be additional items included in the time leading up to the voting Board meeting.

As of February 6, the following items will appear on the February 18, 2025 Board Agenda:

New hires:

- Mrs. Vicente reported that the following individuals will appear on the February 18 agenda with official start dates:
 - Tim Titlow, full-time custodian at the Intermediate School; start date, January 27, 2025
 - George Adamson, full-time custodian at the Middle School; start date, February 3, 2025
 - Kirsten Hurley, Secondary School Psychologist; start date, March 18, 2025
 - Valerie Musser, HS Business/Computer and IT Teacher; start date, March 24, 2025
- Alexis Burkholder will appear on the February 18 agenda as a recommended full-time Specialized Paraprofessional with a start date of February 5, 2025; this is a retroactive approval.
- Wesley Harpold will be recommended as the Girls Head Volleyball coach for the 2025/2026 school year with the compensation of \$5893.

Resignations:

- One resignation will appear on the February 18, 2025 agenda; High School Special Education teacher, Rebecca Zimmerman's letter of resignation will be presented for the Board's voting consideration. She will be held for 60 days or until a replacement is found.

Contract Approval

- A four-year reappointment contract, effective July 1, 2025, for Dr. Barbara Davis, Assistant Superintendent, will appear on the February 18, 2025 agenda for the Board's voting consideration.

Staffing Update:

- Mrs. Vicente shared that a finalist interview will be conducted on Monday, February 10, 2025 for the MS/HS music position. Once this position is filled, Mrs. Fair will move into the HS Dean of Students position.

Requested Leaves:

- Four staff members have met with Mrs. Dehaven regarding FMLA leaves.

Absence Without Pay Requests

- Mrs. Vicente reviewed the Absence Without Pay (AWOP) report to date for the District. As a reminder, staff who request five or more consecutive AWOP days will appear on the Board agenda for School Board approval. Additionally, individuals who request more than 10 AWOP days, excluding extended sickness or approval FMLA leave, will also appear on the on the Board agenda for School Board approval.

Sabbatical Requests

- None

Student Teacher Apprenticeship

- Mrs. Vicente reported an ELCO SD paraprofessional is working on completing the requirements to become a teacher and will fulfill this requirement by completing a student teaching experience in the district during the second semester.

Public Comment: None

Next Meeting:

- Thursday, March 6, 2025

Adjournment: Mrs. Morrissey adjourned the meeting at 6:46 pm.

Please note that the Personnel Committee will move into an Executive Session to discuss confidential Personnel matters.

Future Personnel Committee Meetings:

Thursday, April 10, 2025
Thursday, May 8, 2025
Thursday, June 12, 2025
Thursday, July 10, 2025
Thursday, August 7, 2025

Thursday, September 11, 2025
Thursday, October 9, 2025
Thursday, November 6, 2025