



Eastern Lebanon County School District  
**Committee Minutes**  
**January 2025**



## Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

January 13, 2025, DO Boardroom, 5:30PM

### Policy Committee Minutes

Policy Committee Chair: **Rachel Moyer**,

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

The meeting was called to order at 5:41 PM by Mrs. Moyer

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

- Policy 301 – Creating a Position
  - Policy reviewed; no changes were recommended.
- Policy 302 – Employment of Superintendent/Assistant Superintendent
  - Changes were made in the policy to reflect changes to PA School Code and to remove redundancy of language.
- Policy 304 – Employment of District Staff
  - Policy reviewed; minor language change was made for clarity.
- Policy 305 – Employment of Substitutes
  - Minor language changes were made to the policy to remove redundancy. Language was added requiring a written statement be provided to substitutes regarding their pay rate and assignment. The Committee chose to maintain language about the number of days of employment for a substitute not being guaranteed, as was included in the current policy.
- Policy 306 – Employment of Summer School Staff
  - Policy reviewed; no changes were recommended.
- Policy 307 – Student Teachers/Interns
  - The title and content of the policy was changed to align with the addition of teacher interns in addition to student teachers. All other language from the current policy was maintained.

- Policy 308 – Employment Contract/Board Resolution
  - A definition of “resignation” was added to the policy. Revisions permit the Superintendent to accept a resignation prior to acceptance by the Board. Changes were made to the timelines to submit a resignation notice to align with PA School Code.
- Policy 309 – Assignment and Transfer
  - Language was added about notifying professional employees about their assignments according the Collective Bargaining Agreement. Language was maintained from current policy about the assignment and transfer of employees being aligned with the Organizational Chart.
- Policy 309.1 – Telework
  - Policy reviewed; no changes were recommended.
- Policy 310 – Abolishing a Position
  - The content of this policy is fully covered in Policy 311 – Reduction of Staff. This policy is recommended to be retired.
- Policy 311 – Reduction of Staff
  - The note at the top of the current policy regarding the policy’s alignment to Act 55 of 2017 and Act 39 of 208 was removed because it is no longer necessary. No other changes were made to this policy.
- Policy 312 – Performance Assessment of Superintendent/Assistant Superintendent
  - Policy reviewed; no changes were recommended.
- Policy 313 – Evaluation of Employees
  - Employee handbooks were added to the list of criteria used to evaluate employees. The committee recommended asking PSBA if there are enough citations at the end of some paragraphs as they appear to be missing from the new version.
- Policy 314 – Physical Examination
  - Policy reviewed; no changes were recommended.
- Policy 314.1 – HIV Infection
  - Policy reviewed; no changes were recommended.
- Policy 317 – Conduct/Disciplinary Procedures
  - Policy reviewed; no changes were recommended.
- Policy 318 – Attendance and Tardiness

- Policy reviewed; no changes were recommended.
- Policy 319 – Outside Activities
  - Language was removed about engaging in activities during the workday because it is addressed in Policy 321. Additional vague language was removed regarding the community standards.
- Policy 320 – Freedom of Speech in Non-school Settings
  - Minor revisions were made to the policy for clarity. The committee would like to keep the phrase, “including dismissal” in the last line of the policy.
- Policy 321 – Political Activities
  - Some of the guidelines in the current policy were removed as not to conflict with the right to free speech. Guidelines were maintained from the current policy regarding distribution of circulars, campaign funds, and using students to distribute materials. Additional language was maintained regarding teachers not basing student achievement on political viewpoints.
  - Discussion about the potential moving forward for a special citation code (like [E]) that would denote ELCO-specific language that is added in a policy for future reference.
- Policy 322 – Gifts
  - A minor change was added requiring the Superintendent to notify the Board of any unusual acts of generosity given to a District employee.
- Policy 323 – Tobacco and Vaping Products
  - Slight changes were made to this policy to remove the brand name of vaping products. Additional changes reflect changes to PA School Code regarding the reporting agencies for violations.
- Policy 324- Personnel Files
  - Policy reviewed; no changes were recommended.
- Policy 202 – Eligibility of Nonresident Students
  - The current policy was maintained with some revision to the “Authority” section. The changes further define the rights to a hearing for a parent/guardian and specifies stipulations for homeless children.
- Policy 220 – Student Expression/Dissemination of Materials (and Attachment)
  - Revisions were made to align the policy with the attachment including a timeline for the submission of the materials for review by 10:00 a.m. on the day before the requested day to distribute.

- The attachment was reviewed and selections made to align policy and procedure. One change was made to provide the Superintendent with the ability to add a disclaimer, if necessary, to the distributed materials.

The following policy is on hold:

- Policy 317.1 – Educator Misconduct
  - The committee recommended holding on making any changes to this policy. The recommended changes from PSBA include a reference to Title IX.

The meeting adjourned at 7:18 PM.



## Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

District Board Room

January 7, 2025, 5:00 pm

General Services Committee Chair: **JP Santos**

General Services Committee Members: **Howard Kramer, Ray Ondrusek, David Ziegler;**  
President, Jack Kahl, also attended the General Services meeting.

### Minutes

#### Call to Order and Welcome

- Mr. Santos called the meeting to order at 5:05 pm.

#### Discussion Items

- Solar Options and Considerations Presentation – Mr. Randy Kline, Tremco
  - Mr. Randy Kline from Tremco shared information about the roof condition of each of five buildings.
    - High School – recently renovation, good condition;
    - Middle School – up for renovation; preliminary costs will be shared with the District during the week of January 13, 2025; the MS roof could be a candidate for a solar project;
    - Intermediate School – roof was installed in 2010 and is not due for renovation until 2030; could be a candidate for solar;
    - Jackson – roof renovated in 2016 and includes a 12 year warranty; due in 2028 for a renovation when the warranty expires; and
    - Fort Zeller – next in line for a renovation behind the Middle School; it is due in 2026. The metal roof in the front of the building was installed in 2005.
  - Mr. Kline shared that solar can be added to any building roof as long as the conditions are met to not void the warranty.
  - The Committee discussed whether now is the time to move to solar and considered the pros and cons of the solar data.
  - The Committee requested to bring a representative from Coral Reef to the February General Services meeting to learn more about solar and our

situation. At that time, the Committee will determine next steps.

- Sound System Quote for High School Auditorium
  - The Sound System Quote was reviewed and discussed by the committee. Herb Suereth from Stray located at Rock Lititz created a quote after touring the High School Auditorium.
  - The total cost of the quote is \$64,257.20. Additional costs will be needed for permits and additional engineering.
  - The Committee discussed the need for a new system and what components of a new system make the most sense.
  - The Committee decided to hold on moving forward until after the budget is approved.
- Revenue from a recent Municipal Sale
  - Mr. Dresch successfully posted and sold used district equipment on the through the Municipal bid process to yield \$20,000 of unexpected revenue to the district.
- High School Renovation Update
  - Mr. Dresch provided an update on the High School Renovation and shared that the district is working closely with the architect and contractors to work through the punch list items to complete the project.
  - Mr. Dresch also spoke to the High School lobby restrooms and the earlier blockage that was present. That situation has been remediated and we have not experienced any backflow since the remediation.

Public Comment: None

Next Meeting: Tuesday, February 4, 2025

Adjournment: Mr. Santos adjourned the meeting at 6:13 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

January 7, 2025, DO Boardroom, 6:00PM

Finance Committee Chair: **Ray Ondrusek**

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

### Minutes

#### Call to Order and Welcome

- Mr. Ondrusek called the meeting to order at 6:15 pm.

#### Discussion Items

- Real Estate Collection Update
  - Mrs. Mathias reviewed the current real estate collections and reported collections are in line and consistent with prior years' collection rates.
- Cyber-Charter Enrollment Update
  - Mrs. Mathias reported that the cyber charter enrollment reported in October has decreased by six students which reflects a reduced cost to the district. She also reported that the special education tuition rate will be reduced in 2025 due to the state changing the funding formula.
- High School Renovation Update – Change Orders
  - Three change orders were presented to the Committee:
    - Flooring and cove base: the District is responsible for 25% of the cost of this change order which is \$1980.22. The rest of the cost has been disbursed to the other contractors to pay their percentage equaling the balance of \$5940.65;
    - Sidewalks and curbs: there will be work done to reduce the pitch of the sidewalk and curbing outside of the District Office at no cost to the District;
    - Drywall in the new gym lobby: Drywall was missed in the original architect drawings. This change order will cover the cost to install drywall where the original trophy cases were housed in the old gym lobby. It was not understood when the original drawings were made that the trophy cases were recessed into the wall and



additional drywall was needed. The cost for this change order is \$11,598.16.

- Sale of Layser's Flowers
  - Mrs. Mathias reported that the District will receive approximately \$8400.00 in realty taxes from the sale of Layer's Flowers in Myerstown, PA.
- Middle School Roofing Project Update
  - The Middle School Roofing Project was discussed in the General Services Committee meeting immediately prior to the Finance Committee meeting. Tremco Roofing will submit preliminary costs for the Middle School Roofing project to the District during the week of January 13. As a reminder, the District received a grant from the DCED to cover costs for the roof renovation.
- 2025-2026 Budget Update
  - Mrs. Mathias provided an update on the budget process. Building and Department budgets were to come in at or below the 2024-2025 budget allowances. Mrs. Mathias is reviewing additional information such as the CTC budget and revenues as she prepares the preliminary budget.
  - The preliminary budget will be presented during the February 4, 2025 Finance Committee meeting.
  - Mrs. Mathias shared that PDE accepted the November 18, 2024 resolution to not exceed the index for 2025-2026.

Public Comment: None

Next Meeting:

- Tuesday, February 4, 2025

Adjournment

- Mr. Ondrusek adjourned the meeting at 6:45 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

January 9, 2025, DO Boardroom, 5:00PM

### Curriculum Committee Minutes

Curriculum Committee Chair: **Bonnie Kantner,**

Curriculum Committee Members: **Thomas Ferrari, Jr., (attended via Zoom), Rachel Moyer, Joya Morrissey; Additionally, Board President, Jack Kahl attended.**

The meeting was called to order at 5:01 PM by Mrs. Kantner.

#### **New Courses and Educational Planning Guide:**

Dr. Davis provided an overview of the changes that Ms. Jennifer Haas made to the High School Educational Planning Guide. Ms. Haas provided additional details about the updates, which make the guide more interactive, with all information in one place through hyperlinks. There are also QR codes for each of the career pathways, allowing students to access more detailed information about those careers.

New courses were added to the guide:

- **AP Spanish Language and Culture:** Replaces the current AP Spanish course, is more accessible for students, and will focus on interpretive, interpersonal, and presentational skills through an exploration of culture
- **Advanced Music Recording and Production:** A second level of this elective course that will expand the skills in music recording and mastering with a potential for collaboration with local businesses; there has been an increased interest in this course from students; the course will make use of our newly renovated music lab.
- **Personal Financial Literacy:** As presented at a previous meeting, this course will meet the new graduation requirement and will be taken in 11<sup>th</sup> or 12<sup>th</sup> grade; it will become a graduation requirement for the Class of 2028.
- **Human Development and Preschool:** This course will expand the focus of our education courses to PK-12 rather than just preschool; there is a new sequence of Family and Consumer Science courses that align with education including four semester elective courses and one clinical experience that is a full-year course.

#### **Textbook Review Process**

The Committee reviewed the textbook review procedures and timeline. In January through March the Committee will review the resources that are being provided tonight. The Committee will circulate the books through all members of the Committee with the hopes of having a discussion at the April or May Committee meeting and full Board approval in April or May. This timeline allows us to be ready to schedule the professional learning opportunities that staff will need as well as be ready to place orders on July 1, 2025.

### **Textbooks for Review:**

Books presented and reviewed include:

- Biology for the AP Course, Bedford Freeman, and Worth copyright 2022
- TEMAS: AP Spanish Language and Culture, Vista Publishing, copyright 2024
- Entry-Level Driver Training: Obtaining a CDL, J.J. Keller & Associates, copyright 2019
- CKLA, Amplify, copyright 2019

### **K-5 Literacy**

Dr. Davis provided an overview of the Science of Reading which precipitates the need for a change in a resource that aligns with best practices in literacy instruction. Our representative from Amplify intended to be present at the meeting, but her flights were delayed. She will be present at the February meeting to answer any questions from the Committee.

Dr. Davis outlined five big shifts that are needed in teaching reading:

- Use decodable readers, not leveled readers;
- Teach with dedicated phonics instruction, not mini-lessons;
- Teach content and build background knowledge;
- Provide phonics-based scaffolds, not cueing or guessing of words;
- Follow a clear, systematic instructional path

Dr. Davis provided the formula for the Simple View of Reading and discussed Scarborough's Rope which is used to illustrate how learners become good readers. She provided a few examples of the types of phonics and phonemic awareness topics that are included in CKLA. In grades K-2 the resource is divided into 60 minutes for skills and 60 minutes for knowledge strands. The skills strand teaches phonics, phonemic awareness, handwriting, decoding, spelling, grammar, fluency, comprehension, and writing. The knowledge strand provides interactive read-alouds that are written at a higher level than the students are able to read independently, vocabulary, writing, authentic texts, and a culminating research unit.

At the third through fifth grade level, the knowledge and skills strands are integrated together. The focus is on vocabulary, writing, authentic text, morphology, spelling, grammar, novel study, and a culminating research unit.

Every grade level includes two units that we are able to choose. There is the potential to supplement some of the units if there is a need to, but because of the systematic way in which the knowledge building and skills are taught, we would have to be very careful to ensure our supplemental units align with those skills. Many of the units include non-fiction texts in science and social studies. We will be able to align our instruction units in those courses with CKLA to further enhance the reading program.

Dr. Davis also explained that CKLA integrates writing into every unit. Cursive is taught in 3<sup>rd</sup> or 4<sup>th</sup> grade. The writing instruction is purposeful and the quantity and quality of the writing is impressive.

Teachers and administrators from the selection committee have visited other school districts that are using CKLA. Visits have been made to Muhlenberg, Pequea Valley, Spring Ford, Tulpehocken, and Cumberland Valley School Districts. We were impressed with the level of rigor, vocabulary use, and writing of the students at all levels. There have been districts that have seen growth in their reading data. Pequea Valley has been using CKLA for several years and is seeing an impact on their reading scores and the abilities of their students.

The second resource that the selection committee liked was Wit and Wisdom from Great Minds. This resource was not selected for several reasons, including the need to use a different resource in K-2 to teach the skills, there were errors in the samples we reviewed, and the topics included in the resources were not aligned with ELCO's needs.

The Committee took copies of all of the resources up for review.

Public Comment: None

Next Curriculum Committee meeting: Thursday, February 6, 2025

Mrs. Kantner adjourned the meeting at 6:44 pm.

Future Curriculum Committee Meetings:

Thursday, March 6, 2025  
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

January 9, 2025, DO Boardroom, 6:00PM

Personnel Committee Chair: **Joya Morrissey**

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

### Minutes

#### Call to Order and Welcome

- Mrs. Morrissey called the meeting to order at 6:20 pm.

#### Discussion Items

The Committee reviewed a draft agenda for the January 21, 2025 meeting which reflects actions as of the date of the Committee meeting. There will likely be additional items included in the time leading up to the January voting Board meeting.

- New hires: as of January 9, 2025 the following new hires will appear on the January 21, 2025 Board agenda:
  - One paraprofessional
  - Two custodians
  - One professional teacher
  - One school psychologist
- Resignations: as of January 9, 2025 the following resignations will appear on the January 21, 2025 Board agenda:
  - One paraprofessional
- Staffing Update: as of January 9, 2025 the following changes in employment status will appear on the January 21, 2025 agenda:
  - Three changes of employment status
- Requested Leaves
  - One intermittent FMLA request was received

- 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
  - Two sabbatical requests were presented to the Committee and will appear on the agenda for school board approval on January 21, 2025.

The Committee moved into an Executive session to discuss an employment issue per Policy 006.

Public Comment: None

Next Meeting:

- Thursday, February 6, 2025

Adjournment: Mrs. Morrissey adjourned the meeting at 7:00 pm.

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

Future Finance Committee Meetings:

Thursday, March 6, 2025  
 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