



Eastern Lebanon County School District
Committee Minutes
May 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

May 5, 2025, DO Boardroom, 5:00 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 5:04 pm by Mrs. Moyer

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

- Policy 701 Facilities Planning
 - No changes were recommended for this policy. The policy will move to first reading to update the date reviewed.
- Policy 702 Gifts, Grants, Donations
 - No changes were recommended for this policy. The policy will move to first reading to update the date reviewed.
- Policy 702.1 Crowdfunding ****NEW POLICY****
 - This is a new policy being recommended by PSBA. The committee reviewed the draft policy and recommends moving it forward for first reading.
- Policy 703 Sanitary Management
 - No changes were recommended for this policy. The policy will move to first reading to update the date reviewed.
- Policy 704 Maintenance
 - Slight changes were made to this policy to clarify language and to establish an inventory of spare parts. The committee recommends moving this policy forward for first reading.
- Policy 705 Facilities and Workplace Safety
 - The title of the policy was changed from “Safety and Loss Control.” The language in the policy was revised for clarity and to remove redundancy of language addressed in Policy 805: Emergency Preparedness and Response. Language was also added to comply with health and safety plans.

- Policy 705.1 School Police Equipment
 - PSBA recommended retiring this policy, but the committee decided to keep this as a stand-alone policy because ELCO has a police force. No revisions were made to the current policy, and it will be moved to first reading to update the revision date.
- Policy 706 Property Records
 - Minor changes were made to the policy to align inventory practices with the timelines for property insurance renewals. The policy will move forward for first reading.
- Policy 706.1 Disposal of Surplus Property
 - Minor changes were made to the policy for clarity. The policy will move forward for first reading.
- Policy 707 Use of School Facilities
 - A slight revision was made to remove the brand name of tobacco and vaping products. The policy will move forward for first reading.
- Policy 708 Lending Equipment and Books
 - Language was removed under the purpose statement to eliminate redundancy for requests to be submitted in writing. The policy will move forward for first reading.
- Policy 709 Building Security
 - The policy was revised to merge information from 709.1 into 709, thus being able to retire 709.1.
- Policy 709.1 Camera Surveillance
 - The committee recommends retiring this policy due to the revisions to 709.
- Policy 710 Use of Facilities by Staff
 - No changes were recommended for this policy. The policy will move to first reading to update the date reviewed.
- Policy 716 Integrated Pest Management
 - No changes were recommended for this policy. The policy will move to first reading to update the date reviewed.
- Policy 717 Cellular Telephones
 - The committee discussed the suggestions from PSBA to remove references to radios in the policy. The committee decided to maintain the current policy, "Cellular Telephones & Radios," and to retain the language about radios.
- Policy 718 Service Animals in Schools
 - This policy was recently reviewed by the committee. No changes were recommended.
- Policy 621 Local Taxpayer Bill of Rights

- The committee reviewed the policy that includes minor revisions recommended by PSBA. The policy will move forward for first reading.
- Policy 317 Conduct/Disciplinary Procedures
 - This policy review includes minor revisions recommended from PSBA. The policy will move forward for first reading.
- Policy 317.1 Educator Misconduct
 - The policy was revised to reflect minor updates to terminology to comply with current Title IX regulations. The policy will move forward for first reading.

Policy 253 was discussed, and Mr. Ondrusek provided a revised draft, as requested by the committee. The committee recommended that the solicitor review the revised policy.

There will be no Policy Committee meeting in July.

Public Comment: None

Next Policy Meeting:

- Monday, June 9, 2025

The meeting adjourned at 5:48 pm.

Future Policy Committee Meetings:

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

May 6, 2025, 5:00 pm

General Services Committee Minutes

General Services Committee Chair: **JP Santos**

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

Rachel Moyer and Tom Ferrari attended as members of the Community.

Call to Order and Welcome

Mr. Santos called the meeting to order at 5:02 pm.

Discussion Items

- Presentation – Utility Rate Analysis, Inc. – Mr. Michael Delaney
 - Utility Rate Analysis has been working with the District since 2016.
 - Mr. Delaney presented information on electric and natural gas services.
 - A recommendation was offered to break the all-in fixed cost into three components: Retail adder, Capacity and Transmission Charges, and Energy/Line Losses. Mr. Delaney suggested locking into the Retail Adder for five years for the lowest cost and before the Governor implements the “Press Act” which would increase the RPS charges over time. Extending to 2030 will allow us to take advantage of low pricing. The committee recommended locking in the costs as presented.
- Gym Floor Proposals for Coating and Sealing – Miller Flooring Company
 - Mr. Dresch recommended the approval of the Miller Flooring to coat and seal the gymnasium floors this summer as follows:
 - Intermediate: \$3600, Middle: \$4300, and High School: \$6400
 - This is an annual process for safety reasons. The committee recommends approving the contract.
- Quotes for Sound and AV Equipment for High School Music Rooms
 - Mr. Boltz discussed the technology needs for the music rooms that were not included in the renovation. Two proposals were presented: one from Dan Shank and another from Illumination Integration. The quote from Dan

Shank was lower than the other quote. There are funds in this year's Technology budget to cover these costs of approximately \$7,770. The committee recommended moving forward with the proposal from Dan Shank.

- NRG Proposal for Heat Pump Controllers at Intermediate School
 - Three controllers at the Intermediate School need to be replaced. The cost is \$6,420 for installation and equipment. The committee recommends this purchase.
- Agricultural Occupational Advisory Committee (OAC) Members
 - Agricultural OAC Minutes and a list of Committee members will be brought before the full Board for approval. Mrs. Vicente shared an overview of the last two meetings that were held.
 - Mr. Ziegler provided an overview of the pitch being made to build the barn. There would be no impact on the District budget because all funds would be solicited through donations of money and services to build the barn. Mrs. Vicente shared that there are currently 43 businesses and elected officials who have responded to the invitation for the pitch event being held next week. Mrs. Vicente shared that the relationships being built with businesses through our Future Ready Facilitator, Jenn Martin, have been instrumental in generating interest from businesses both inside and outside the district. No other districts in this area are doing something like this.
- Sponsorship Ad Hoc Report
 - Mr. Santos provided an overview of the Ad Hoc committee. The committee discussed the purpose of the committee and set goals. They discussed locations within the district that have the potential for marketing. The next meeting is scheduled for right before the next Board meeting.
- The committee decided not to have a meeting in July unless needed.

Public Comment: None

Next General Services Meeting: Tuesday, June 10, 2025; there will be no committee meeting in July 2025 unless needed.

Adjournment: Mr. Santos adjourned the meeting at 6:22 pm.

Future General Services Committee Meetings:

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

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

Finance Committee Minutes

Finance Committee Chair: **Ray Ondrusek**

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

Rachel Moyer and Tom Ferrari attended as members of the Community.

Call to Order and Welcome

Mr. Ondrusek called the meeting to order at 6:27 pm.

Discussion Items

- Food Service Program, David Ludwig, Food Service Director
 - Mr. Ludwig presented an overview of efficiencies and improvements being made in the Food Service department. Mr. Ludwig presented a proposal for a staffing model at Personnel and shared the same information at the meeting tonight.
 - The Food Service budget is separate from the general fund budget.
 - There has been an increase of more than \$80,000 this year due to an increase in reimbursement rates and an increase in the number of meals served. In addition, cost-saving measures have been taken to purchase commodities at a lower price.
 - Mr. Ludwig presented meal prices for next year. Costs for Grades K-5 are being recommended to be \$3.15, and Grades 6-12 are recommended to be \$3.35, which both reflect a \$0.10 increase. The committee recommended that these increases go before the full board for approval.
 - Mr. Ludwig also presented a proposed staffing model to align support staff hourly rates. Currently, new staff are being onboarded at higher rates than current employees. Mr. Ludwig compared ELCO's hourly rates to other districts in IU 13 and made recommendations to align them. The proposal also includes converting the Food Service Manager position into an Assistant Food Service Director position. The committee recommended that these increases go before the full board for approval.

- Joint Authority Resolution for Extension
 - Mr. Ondrusek shared that the Joint Authority is looking for a 50-year extension. The current agreement with the Intermediate Unit was the first agreement, and it will expire soon. This is needed to manage a revenue anticipation loan in case funding changes at the state level. The committee recommended that this item be placed on the next board agenda.
- Budget Transfers
 - The budget transfers that will be on the next agenda are to cover the after-school tutoring program at the Middle School, and the other transfer will be used to replace a kiln for the art classroom. Both of these transfers will come out of the Middle School supply budget. The committee recommended placing these items on the agenda.
- Asset Control Solutions
 - This was a recommendation from the auditors, and the committee recommended placing this on the next board agenda.
- CLEAR – Cyber Charter Residency Verification Tool
 - Mrs. Vicente shared information presented to the IU 13 Superintendents about a service that will verify student residency to ensure that the students are residents of the districts they attend. Utilizing this service will assist districts in ensuring residency information is accurate and will also assist districts in detecting and preventing potentially fraudulent activities related to student enrollment and residency. This service will be most beneficial in two ways: to verify the residency of cyber-charter students and the residency of current students who attend in person.
 - Districts that currently subscribe to this service have reported fiscal savings through the identification of students who fraudulently attend school in the district and live outside of the attendance boundaries.
 - This service can be canceled with 30 days' written notice if we do not receive sufficient appropriation of funds. Consortium pricing has been offered to the districts in IU13.
 - The committee recommended moving forward with board approval for this item.
- Adequacy Funding Presentation, Julia Vicente, Superintendent
 - Mrs. Vicente provided an overview of the Adequacy Funding presentation delivered to Senator Gebhard on April 24, 2025. Mrs. Moyer joined the conversation via Zoom to discuss the implications of insufficient state funding on the ELCO School District. Notably, the district was deemed ineligible for adequacy funding due to exceeding the state's threshold by a margin of only \$185—a figure that underscores the narrow criteria being

applied. Senator Gebhard requested a copy of the presentation to address this unfair formula.

- 2025-2026 Proposed Final Budget, Elaine Mathias, Business Manager
 - Mrs. Mathias presented the proposed final budget. The proposed final budget will be on the May board agenda for approval, with final approval in June.
 - To date, a total of \$2.6 million has been reduced from the initial budget presentation. These reductions include field trips, professional development, and staffing reductions, as presented in previous meetings.
 - A tax increase of 4.8% would result in a budget deficit of \$599,634, resulting in a fund balance of 10.5%, and a 3.8% tax increase would reflect a deficit of \$913,423, resulting in a fund balance of 9.9%.
 - The 2025-2026 proposed budget reflects only a modest 1.05% increase over the 2024-2025 budget. The Middle School roofing project needs to be part of the budget for 2026-2027. If the district does not take advantage of the Act 1 index, it will be lost in subsequent years. The Act 1 index continues to decrease in the coming years.
 - Mrs. Mathias made the recommendation to raise taxes to the Act 1 index of 4.8% to mitigate the impact in future years.
 - Mrs. Vicente asked for direction from the committee for the tax increase that will be reflected in the May proposed budget.
 - Mr. Ziegler mentioned that last year, the board heard that the strategy to raise taxes up to the index was presented as a multi-year strategy. He encouraged the committee to plan for the future.
 - Mr. Ondrusek stated that the projections for future years show there is a structural problem because the fund balance is projected to continue to deplete in future years as the Act 1 index decreases, provided funding stays the same.
 - The committee discussed the difference between a 3.8%, 4.5%, and 4.8% increase.
 - The committee also discussed the potential for adding field trips back into the budget. The committee suggested adding field trips back into the budget, regardless of the tax increase.
- June, July, August Financial Reports
 - Mrs. Mathias shared that she would like to have the financial reports on the agenda for September instead of monthly.
- The committee decided not to have a July meeting.

Public Comment:

- Tom Ferrari asked about adequacy funding and if Russ Diamond was also contacted about the lack of funding. Mrs. Vicente shared that she will be speaking with him when he visits the district.

Next Finance Committee Meeting:

- Tuesday, June 10, 2025

Adjournment

- Mr. Ondrusek adjourned the meeting at 8:28 pm.

Future Finance Committee Meetings:

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

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

Curriculum Committee Minutes

Curriculum Committee Chair: **Bonnie Kantner**,

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

Mrs. Kantner called the meeting to order at 6:00 pm.

[Presentation Slides from the Meeting](#)

Discussion Items:

- **Purple Star School Designation / Application**

- Mrs. Shoemaker presented information on the Purple Star School designation. This designation supports military-connected children who relocate to new schools due to a parent's change in duty station. The designation shows a significant commitment to students and families connected to our nation's military. Currently, 43 states have Purple Star Programs, and five other states are considering this award. In Pennsylvania, not many schools have earned this designation; IU13 only has one other district (Warwick) identified.
- Military-connected students are those children whose parents are in active duty in the armed forces, are in the National Guard and Reserve, uniformed members of the National Oceanic Atmospheric Administration, and the US Public Health Services, members who died while on active duty for one year after death.
- Mrs. Shoemaker has created a website outlining support for military-connected families whose children attend ELCO. Additionally, four policies, 200, 202, 217, and 254, have already been established to support our military families. Mrs. Shoemaker will serve as the military liaison between the families and the schools. Additional supports already established include: transition programs, class placement and record review, enrollment support, deployment services, and recognitions.

- Mrs. Shoemaker discussed a resolution for the support of military children and families, which she asked the Board to consider approving in May. Additionally, she outlined a professional development plan for all staff and targeted training for designated staff. Finally, she discussed ensuring that connections with the military-connected families are maintained, celebrating the Month of the Military Child, and strengthening the partnership with Fort Indiantown Gap.
- Our application was submitted in April, and revisions were recently submitted in early May. We should learn by October 1 whether we have received the determination. The designation will last for three years. A resolution would come before the Board to support ELCO's commitment to supporting military families.
- **Curriculum Cycle Revision**
 - Dr. Davis shared the purpose of the curriculum review process, which offers a cyclical audit that fosters the continuous improvement and refinement of the curriculum. Additionally, the review process creates horizontal and vertical opportunities for professionals to gather and discuss curriculum through a data-informed process; enables a review and adoption of instructional resources; encourages thoughtful consideration of new research, best practices, changing student needs, and relevant career connections; and ensures distributed resources are allocated across multiple years which impacts budgets.
 - Dr. Davis shared considerations for the development of the curriculum review cycle, such as the impact on elementary teachers, flexibility for K-12 or 6-12 departments with many electives, the prevalence of online resources, and at times, out-of-cycle revisions are sometimes needed.
 - Dr. Davis explained that a new curriculum review cycle is needed due to the following: delayed ELA approval, which has pushed purchases outside of the six-year supply of online licenses and consumables; new STEELS standards and changes in PSSA-tested grade levels; alignment of science and social studies topics to CKLA K-5; New Health and PE standards are in development; and the K-5 ELA program was converted to an annual expense.
 - The new six-year curriculum revision cycle was shared, and each of the four phases, Phase I Assess needs, Phase II Task Force, Phase III Implement, and Phase IV Monitor, was explained.
- **Federal Programs Grants**
 - Dr. Davis provided an overview of the Federal Program Grants and how ELCO utilizes those funds.

- ELCO receives Title I, II, and III funds. Title I funds provide supplemental assistance in school buildings with 40% or more poverty. We use the funds for targeted assistance. The funds generated are based on our free and reduced numbers; however, the targeted assistance can be provided to any student in need of additional support.
- Title II funds are used for teacher and principal training and recruiting. ELCO uses Title II dollars for class size reduction (grades K-3), and student achievement.
- Title IV funds are used for student support and academic enrichment. These funds are rolled into Title I funds to improve school conditions for student learning.
- Title I and Title IV funds are used for the Reading Specialist salaries and benefits, parent and family engagement activities, non-public academic support, and homeless set-aside. Title II funds are used to reduce class size in grades K-3 and the salaries and benefits for two selected K-3 teachers based on enrollment numbers.
- Federal Monitoring is risk-based and cyclical, every four years. ELCO's last audit was in 2023-2024. There is also a Desk Audit for fiscal and program compliance.

Discussion:

There will be no meeting in July 2025.

Public Comment:

- Dr. Davis was thanked for her thorough presentation.

Next Curriculum Committee meeting:

- Thursday, June 12, 2025

Mrs. Kantner adjourned the meeting at 6:52 pm.

Future Curriculum Committee Meetings:

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

May 7, 2025, DO Boardroom, 5:00 pm

Personnel Committee Minutes

Personnel Committee Chair: **Joya Morrissey**

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

Mrs. Morrissey called the meeting to order at 5:00 pm.

Discussion Items

The Committee reviewed a draft agenda for the May 19, 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 voting Board meeting.

As of May 7, 2025, the following items will appear on the DATE Board Agenda:

- New hires:
 - New PT food service worker
 - Paraprofessionals approved to work in the technology department over the summer
 - A few ELCO+ and SPA teachers and paraprofessionals additions
- Resignations:
 - JV Soccer coach resigned
- Staffing Update:
 - No items
- Requested Leaves:
 - No items

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 Board agenda for School Board approval.

The committee decided not to have a meeting in July unless it is needed. A motion will be placed on the agenda to give Mrs. Vicente the authority to make job offers during that time.

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

Public Comment:

Next Personnel Committee Meeting:

- Thursday, June 12, 2025

Adjournment: Mrs. Morrissey adjourned the meeting at 5:08 pm.

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

Future Personnel Committee Meetings:

Thursday, June 12, 2025

Thursday, August 7, 2025

Thursday, September 11, 2025

Thursday, October 9, 2025

Thursday, November 6, 2025