



Eastern Lebanon County School District
Committee Minutes
June 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

June 9, 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

Mrs. Kantner attended as a community member.

The meeting was called to order at 5:30 pm by Mrs. Moyer.

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

- Policy 800 Records Management
 - The committee recommends retaining the current version of this policy to maintain the Business Manager's membership on the team for records retention purposes.
- Policy 800.1 Electronic Signatures/Records - No revisions to this policy were recommended by the committee.
- Policy 801 Public Records
 - Revisions were made to the policy that align with the current district procedures for requests. This policy will move forward for first reading.
- Policy 802 School Organization - No revisions to this policy were recommended by the committee.
- Policy 803 School Calendar
 - The policy was revised to align with PA School Code. The committee recommended selecting the option to count time by 180 school days. This policy will move forward for first reading.
- Policy 804 School Day - No revisions to this policy were recommended by the committee.
- Policy 805 Emergency Preparedness and Response
 - The policy was revised to align with the Pennsylvania School Code for reporting incidents to the Pennsylvania Department of Education (PDE) and to incorporate the Safe2Say Something procedures. This policy will move forward for first reading.
- Policy 805.1 Relations With Law Enforcement Agencies

- Language revisions were made to better align with PA School Code. This policy will move forward for first reading.
- Policy 805.2 School Security Personnel
 - Language revisions were made to better align with PA School Code. This policy will move forward for first reading.
- Policy 806 Child Abuse
 - A revision to this policy requires schools to display a poster with telephone numbers to report suspected child abuse, neglect, and school safety issues in accordance with the Child Protective Services Law. This policy will move forward for first reading.
- Policy 807 Opening Exercises/Moment of Silence/Flag Displays
 - The title of this policy was revised to reflect the addition of a moment of silence required on September 11th each year. This policy will move forward for first reading.
- Policy 808 Food Services - No revisions to this policy were recommended by the committee.
- Policy 810 Transportation - No revisions to this policy were recommended by the committee.
- Policy 810.1 Drug and Alcohol Testing – Covered Drivers (PSBA recommends retiring)
 - The committee agrees with the recommendation from PSBA to retire this policy and replace it with a revised version.
- Policy 810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers – NEW POLICY
 - The new version of this policy replaces the old Policy 810.1. The new policy more clearly outlines the operational requirements, employee background checks, and prohibited conduct of drivers of school vehicles. This policy will move forward for first reading.
- Policy 810.2 Transportation – Video/Audio Recording - No revisions to this policy were recommended by the committee.
- Policy 810.3 School Vehicle Drivers
 - Additional language was added under the reporting requirements. This policy will move forward for first reading.
- Policy 811 Bonding - No revisions to this policy were recommended by the committee.
- Policy 812 Property Insurance - No revisions to this policy were recommended by the committee.
- Policy 813 Other Insurance - No revisions to this policy were recommended by the committee.
- Policy 814 Copyright Material - No revisions to this policy were recommended by the committee.
- Policy 816 District Social Media – NEW POLICY
 - The new policy was reviewed by the committee. The committee discussed the pros and cons of the district's social media accounts, specifically

whether they should be a non-public forum where comments are disabled or a designated public forum where comments are enabled. The committee discussed the purpose of social media and the liabilities that could be incurred by having comments enabled on social media. The committee recommended that the social media accounts be nonpublic forums and that commenting be disabled. This policy will move forward for first reading.

- Policy 818 Contracted Services Personnel
 - The language in this policy has been updated to outline the requirements and how the district monitors contractor compliance. This policy will move forward for first reading.
- Old Business
 - Mrs. Vicente shared a memo from Jeff Litts, Solicitor, regarding Mr. Ondrusek's recommendation to revise Policy 253: Student Physical Privacy in School Facilities to reference only biological sex. The memo outlined two approaches to revising this policy: a wait-and-see approach or a full-speed-ahead approach. If the district decides to proceed with revisions, there are legal and financial risks that have been discussed. The district's solicitor recommends the wait-and-see approach because there are pending legal and/or legislative developments that may occur in the coming months to help clarify the current legislation.
 - Mrs. Moyer asked if the district could join the current challenge to the Pennsylvania Human Relations Commission regulations that is underway with the South Side Area School District.
 - The committee recommended that the entire board be informed about this decision and requested that Jeff Litts provide additional information.

Public Comment: None

Next Policy Meeting:

- Monday, August 4, 2025

The meeting adjourned at 6:15 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

June 10, 2025, 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 community members.

District administrators Amy Shoemaker, Bob Boltz, and Doug Dresch were also in attendance.

Call to Order and Welcome

- Mr. Santos called the meeting to order at 5:00 pm.

Discussion Items

- Solar 101 Presentation, Raymond James
 - Allie Macchi presented information about solar energy projects for school districts.
 - ITC credits would be expected to be around 30%. Two models were presented. The traditional model incurs no upfront costs. This is a lease option that requires a buyout at the end of the term, which carries a risk. The direct ownership model requires an up-front purchase of the system.
 - The value of SREC credits would be projected into the future to estimate savings.
 - The benefits and challenges of solar energy were presented, including a current legislative change that is currently under review.
 - The district may be eligible for a grant to fund the project, which could cover the lesser of 30% or \$300,000 of the project costs.
 - Several scenarios were presented that modeled the different options available to structure the debt service and utilize the funds generated by solar to pay off the debt incurred from purchasing the solar system.

- Mr. Kahl asked what types of projects districts are undertaking. Mrs. Macchi shared that most districts that generate power for their use are installing rooftop solar, while districts planning to sell surplus power are installing ground-mounted solar due to the cost difference.
- Substation upgrades may be required if the district wants to sell the power back to the electric company. The district needs to understand if the current electric substation can handle the power generated. If upgrades are needed, the district may be responsible for upgrading that substation.
- The Committee will have future conversations about solar energy. No decisions were made to move forward.
- Visitor Management System – Navigate 360
 - Mrs. Shoemaker presented a replacement system for the current School Gate Guardian system, which scans visitor driver's licenses to run background checks. The current system is nearing the end of its life and requires an upgrade or replacement. Navigate 360 is already being used for other purposes in the district. This system offers several benefits over the current system, including compatibility with Apple technologies, seamless integration with PowerSchool, enhanced functionality, and a kiosk option that utilizes an iPad. The annual cost of this system is approximately \$2,375. There would be a hardware purchase with a one-time cost of \$8,465.70. These costs have been budgeted. The committee recommended moving forward with this purchase.
- McClure Company – Annual Maintenance Agreements for:
 - Mr. Dresch shared the contract for the replacement of boilers and chillers at High School, Middle School, Intermediate School, Jackson Elementary, and Fort Zeller Elementary.
- Waste Management Annual Contract
 - Mr. Dresch shared that costs for trash and recycling increased slightly each month.
- Brightly Software Annual Contract (SchoolDude)
 - Mr. Dresch discussed the renewal of the software for event and building management. Another contract is needed to integrate the event manager with the athletic scheduling software. A final contract is needed for the software used to order custodial supplies. All three contracts from Brightly have been included in the budget.
- IU13 Cloud Service Agreement (Budgeted annual renewal)
 - Mr. Boltz discussed an annual renewal of cloud services and redundancy with IU 13. These costs have been budgeted.
- CSM Consulting for E-Rate Funding (Budgeted annual renewal)

- Mr. Boltz shared that this contract provides support for the district to apply for eRate reimbursement for network infrastructure costs. These costs have been budgeted.
- Planetarium Naming and Design Considerations (Policy 715)
 - Mrs. Vicente shared that the district has been working with the ELCO Education Foundation to rename the planetarium as the Kramer Family Planetarium. A design was shared that will be displayed on the wall outside the Planetarium. The committee agreed to move forward with this project.
- Mr. Kramer asked if the district was considering placing lighted signs at the entrances to the high school. Mrs. Vicente shared that the district has begun considering the relocation of the current sign, which would cost approximately \$3,000-\$4,000. More discussion will be needed in the future.

Public Comment: None

Next General Services Meeting: Tuesday, August 5, 2025

Adjournment: Mr. Santos adjourned the meeting at 6:02 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

June 10, 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 community members, along with several others.

Call to Order and Welcome

- Mr. Ondrusek called the meeting to order at 6:10 pm.

Discussion Items

- 2025-2026 Proposed Final Budget Update
 - Mrs. Mathias shared an overview of the proposed budget that was approved at the May board meeting. The current proposed budget shows a deficit of \$736,511, which would need to be supported by the fund balance.
 - An update was provided on HB 1500, a cyber charter legislation that could decrease costs; however, there is little hope that it will pass the Senate.
 - Mrs. Vicente shared that the district continues exploring all avenues to reduce expenses. She also shared a recent LebTown article that references renovations being planned at the Lebanon County Career and Technology Center. Because the CTC cannot levy taxes, the cost of the renovation project will be passed on to the sending districts. This could impact the district and will need to be a consideration in the future. Other large expenditures in the future include an Apple iPad and laptop refresh, which could impact future-year budgets.
- Debt Restructure Information– Presentation by Lou Verdelli and Allie Macchi of Raymond James and Scott Shearer of PFM
 - Mr. Verdelli shared that PFM is constantly monitoring the district's debt service.

- There are several bond issues that have passed their call date and are eligible for refinancing.
- The debt is structured to be level across future years, with amounts of approximately \$6 million next year and \$5.6 million in subsequent years.
- A financing plan was shared that would enable the district to realize savings by restructuring and refinancing the current debt. The goals for the restructuring were to provide some relief to the budgets over the next two years by holding the current annual debt service level.
- Mrs. Vicente shared that if the district had received its fair share of Adequacy Funding, the district would not likely be in this position to need to restructure its debt. If the board decides to restructure the debt, the replaced funds **would not** be used to reinstate items that were cut during the development of the 2025-2026 budget.
- Mr. Santos asked if the option to refinance could be considered next year instead of this year. Mrs. Vicente shared that the option is available for the future if not done this year. The district's Act 1 index decreases next year, and the impact of that decrease will be felt over the next several years.
- Mr. Ziegler shared that previous business managers had indicated that the next few years would be challenging in terms of budgets, and he appreciated the district's consideration of restructuring the debt. He emphasized that the district is a good steward of its financial resources while also focusing on providing opportunities for students, such as librarians in K-2, full-day kindergarten, and future-ready learning experiences for students.
- Mr. Ondrusek asked what Moody's rating the district would need to maintain to qualify for the lowest interest rates for future borrowing. Mr. Verdelli shared that the district's rating was AA3 as of 2023. A chart was provided that projected potential impacts on the fund balance through 2031. The chart compares the fund balance if the district raises taxes to the index versus raising taxes by 2% annually. To maintain a high Moody's score, the total fund balance as a percentage of total revenues needs to be kept at a high level. If the district only raises taxes 2% per year, the Moody's rating is projected to drop significantly, which would make future bond rates much higher than they could be if the Moody's rating were higher.
- Homestead/Farmstead Resolution
 - Mrs. Mathias shared the resolution, which includes the amount that will be deducted from each tax bill. This resolution will be on the next agenda.
- Fund Balance Resolution

- Mrs. Mathias shared that this resolution will also be on the next board agenda for approval.
- Food Service Equipment Quotes
 - Mrs. Mathias shared quotes for a freezer at Jackson Elementary. The cost is approximately \$8,000. There is also a request for an ice machine for the high school at a cost of approximately \$5,700. The only ice machine at the high school is for the trainer, but it is not suitable for use in the cafeteria.
- Budgeted Contract Renewals - all were recommended to be moved forward to the board agenda.
 - Special Ed Contract Renewals
 - Contracts were shared for special education services for students, including speech and language, occupational therapy, IEP writing software, and off-campus placements.
 - 2025-2026 PSBA Membership Dues
 - Membership will be renewed at a cost of approximately \$17,000. This cost includes the policy maintenance, board training, and other services that the district currently uses.
 - 2025-2026 Zinn's Annual Insurance Renewal Program
 - The cost of this insurance increased by 3.5%, which is significantly less than the increase for other districts. Other districts increased as much as 12% due to claims they have incurred. The cost of this policy is approximately \$368,000.
 - Frontline Agreement
 - The agreement covers software used in the business department for absence reporting, timesheets, onboarding, recruiting, and hiring. The cost is approximately \$21,000. These services have been budgeted and include an additional component to support the hiring and onboarding of new staff.
- Mr. Kahl stated that he appreciated Mr. Verdelli's comments that the district is very well run. Many of the contracts that were discussed tonight are out of our control. The district is not spending wildly. The addition of the Frontline software helps the district run more efficiently and hire the best-quality candidates, resulting in cost savings. Mr. Kahl spoke with the IU13 representatives, Mr. Ondrusek, and the JOC representative, Mr. Santos, and asked if they were speaking out on behalf of the district regarding rising costs. He asked, "Do you vote against IU13 and CTC budgets that increase?"
- Mrs. Vicente shared that the district developed a 5-year plan for special education. We brought classrooms back into the district, so we are now running many of the special education programs that used to be outsourced to the IU. We can run a more effective program at a lower cost.

- What if the Lebanon SD backs out of the CTC and opens its own CTE? If the Lebanon School District were to adopt a comprehensive Career and Technical Education (CTE) program, the costs of renovating the CTE facilities could be divided among the remaining districts, thereby increasing our share of the debt. However, this is speculation. The seats we lost at CTC this year have an impact on our costs because those 30 students now need to be educated in our classrooms.

Public Comment:

Mr. Fisher asked about the proactive approaches to risk management. Mrs. Vicente shared that we could speak after the meeting to get more information about what he is asking and to answer his question.

Mr. Ferrari shared that he appreciates the committee's work on looking at options, including solar and debt restructuring. He shared a concern about HB 1330 and the fair funding formula, and the lack of adequacy funding provided to ELCO and 132 other districts. He expressed a concern that if Lebanon were to create its own CTC, the share of the CTC debt would be divided among five districts, compared to 6.

Mr. Santos shared that he would support spending more to send more students to the CTC. Mr. Ziegler shared that the students benefit from the connections to CTC and the business community. He made the connection to the naming rights ad hoc committee and the impact that having a business' name on a hallway or special classroom could have on students.

Mr. Ferrari mentioned an article from the Lancaster paper that discussed the challenges school districts are facing in developing their current budgets. There are only three districts in the county that are not raising taxes.

Next Finance Committee Meeting:

- Tuesday, August 5, 2025

Adjournment

- Mr. Ondrusek adjourned the meeting at 7:43 pm.

Future Finance Committee Meetings:

Tuesday, September 9, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

June 12, 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**

Ray Ondrusek and JP Santos attended the meeting as community members.

Mr. Ferrari called the meeting to order at 5:00 pm.

Discussion Items

The Committee reviewed a draft agenda for the June 23, 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 June 12th, the following items will appear on the June 23, 2025 Board Agenda:

- New Hires
 - Mrs. Vicente shared that a series of elementary hires will be coming forward for board approval
 - Interviews are being scheduled for the Buildings and Grounds Director position.
- Resignations
 - Several resignations will be on the agenda for teachers and paraprofessionals.
- Staffing Update
 - Mrs. Dehaven shared that several coaching positions have also been filled and will be on the agenda for approval.
 - Mrs. Dehaven also shared that several paraprofessional positions have been filled and will be on the agenda.
 - Summer maintenance workers are currently being onboarded.
- Job Description Review: Director of Buildings and Grounds

- Mrs. Dehaven shared the revisions that are being made to the Director of Buildings and Grounds administrative position. Changes to the position include the removal of the job functions related to the sewer plant, as it is no longer needed now that the District is connected to public utilities. The job description has also been revised to include direct supervision of the position by the Superintendent.

Mrs. Vicente shared that a committee of special education teachers will meet this summer to discuss the hiring practices for special education paraprofessionals. The committee will provide input on the types of interview questions to use, ensuring the district finds the most qualified candidates for all types of paraprofessionals.

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

Public Comment: None

Next Personnel Committee Meeting:

- Thursday, August 7, 2025

Adjournment: Mr. Ferrari adjourned the meeting at 5:13 pm.

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

Future Personnel Committee Meetings:

Thursday, August 7, 2025
Thursday, September 11, 2025
Thursday, October 9, 2025
Thursday, November 6, 2025