



Eastern Lebanon County School District
Committee Minutes
August 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

August 4, 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 5:30 pm by Mrs. Moyer.

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

Policy 815.1 Use of Generative Artificial Intelligence in Education – NEW POLICY

- Mr. Boltz joined the policy committee and facilitated the discussion of Policy 815.1. He and Dr. Davis collaborated on the Administrative review of the policy. They recommended to the committee that the delegation of responsibility to evaluate and authorize Generative AI tools and resources shall be the Director of Technology and the Assistant Superintendent. The committee supported this recommendation. Additional topics discussed included:
 - Internet content and message filters
 - Approval of AI websites, tools, and applications (AI Resources)
 - Parent consent form for AI Resources
 - AI training for students and staff will be conducted in two phases: staff training in October and student training to follow. The Administration recommends having this policy approved and in place before the training.
 - AI should be viewed as a resource and not as a replacement for teacher instruction.
 - Acceptable use of district technology when using AI tools
 - The committee recommends moving the policy forward for a first reading.
- Policy 819 Suicide Awareness, Prevention, and Response
 - No revisions were made to the policy.
 - The committee recommends moving the policy forward for a first reading.

- Policy 822 Automated External Defibrillator (AED) / Cardiopulmonary Resuscitation (CPR)
 - No revisions were made to the policy.
 - The committee recommends moving the policy forward for a first reading.
- Policy 823 Opioid Antagonist (formerly titled Naloxone)
 - Two revisions were recommended and accepted by the committee:
 - Replace the use of the term Naloxone with opioid antagonist to align with terminology used in state law
 - Replace the use of the term “local police department” with “law enforcement agency” to align with terminology used in the School Code.
 - The committee recommends moving the policy forward for a first reading.
- Policy 824 Maintaining Professional Adult / Student Boundaries
 - The committee accepted minor revisions to the wording in the policy regarding discrimination and harassment
 - The committee recommends moving the policy forward for a first reading.
- Policy 827 Conflict of Interest (Policy is on hold, per PSBA. Under their legal review)
 - The committee reviewed suggested revisions, which include:
 - A revised definition of conflict
 - The addition of providing written notification of protections to district employees, assuring no reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest
 - No Board member or district employee shall accept an honorarium.
 - The committee recommends moving the policy forward for a first reading.
- Policy 828 Fraud
 - No revisions were made to the policy.
 - The committee recommends moving the policy forward for a first reading.
- Policy 829 Electronic Signatures – PSBA Recommends Retirement
 - The policy committee accepts PSBA’s recommendation to retire policy 829. This policy has overlapping language with policy 800.1, Electronic Signatures/Records
 - The committee recommends moving the policy forward for a first reading.
- Policy 830 Security of Computerized Personal Information / Breach Notification
 - No revisions were made to the policy.
 - The committee recommends moving the policy forward for a first reading.
- Policy 830.1 Data Governance – Storage / Security
 - No revisions were made to the policy.

- The committee recommends moving the policy forward for a first reading.

Public Comment: None

Next Policy Meeting:

- September 8, 2025

The meeting adjourned at 6:15 pm.

Future Policy Committee Meetings:

Monday, October 6, 2025

Monday, November 3, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

District Board Room

August 5 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**

Call to Order and Welcome

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

Discussion Items:

- **Athletic Entrance Railing Installation**
 - Three quotes were received and reviewed from Ebinger Ironworks, Myerstown Shed, and Woodland Contractors.
 - Myerstown Shed was the lowest quote at 10k, but the railing would not match the current railings on the high school campus.
 - Woodland Contractors submitted the next lowest quote at \$14k; their scope of work would have the railing match the railings on the high school campus.
 - Ebinger Ironworks was the most expensive quote, at \$23k, and was not considered because of its high cost.
 - The committee recommends moving forward with Woodland Contractors for quality and to match the current railing.
- **High School Tennis Court remediation (Court 1)**
 - The committee reviewed the quotes presented from Keystone Sports for \$17k and Breneman for \$10,500.
 - Breneman has completed satisfactory work in the district for decades and is a member of COSTARS.
 - The committee recommends moving forward with Breneman to complete the remediation of an indentation and resurfacing on court 1.
- **Use of Facilities by EMS for evening instruction**

- Mrs. Vicente requested the committee to waive the use of facility fee for the EMS adult program and evening practice skills sessions for students.
- The District has offered an EMS course for over 30 years, and the building is also used to train adults to become EMTs, many of whom remain in our community to serve as first responders.
- The committee agreed to waive the use of facility fees for the EMS program.
- Contract renewals; all contract costs have been budgeted
 - Web Help Desk, Solarwinds, \$4,860.00
 - This district-wide system is our help desk ticket system for addressing technology issues.
 - Veeam Back up, GDC IT Solutions, \$667.38
 - This is software that provides nightly backup to our servers.
 - Palo Alto Filter, IU13, \$3,475.00
 - IU 13 purchases and maintains this filter for our network.
 - Foster Consulting, not to exceed \$3,500.00
 - Foster Consulting assists with network configurations and troubleshooting for the printer system.
 - ManageEngine Ad Manager Plus and ADSelf Service Plus, ZOHO Corporation, \$1,990.00
 - This software was added to the directory system to monitor needed password changes.
 - NRG, three-year, district-wide Preventive Maintenance Services renewal, \$66,470.00
 - NRG manages our utility usage and preventative maintenance for equipment.
 - The committee recommends moving all of the renewals forward for the full board's voting consideration.
- Solar Options in the District
 - The Administration sought direction from the General Services Committee on whether to proceed with obtaining quotes for solar energy options within the District.
 - Mr. Ondrusek questioned looking into wind options compared to solar.
 - Mr. Santos questioned how much the district would be looking to cover in energy savings. He also questioned what type the district would want to implement (roof, field, carports). Concerns were expressed about rooftop units.
 - The committee recommended that the district look at potential placements for solar and possible incentives available.

Public Comment: None

Next General Services Meeting: September 9, 2025

Adjournment: Mr. Santos adjourned the meeting at 5:40 pm.

Future General Services Committee Meetings:

Tuesday, October 7, 2025

Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

August 5, 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**

Call to Order and Welcome

Mr. Ondrusek called the meeting to order at 5:48 pm.

Discussion Items

- 2025-2026 State Budget Update
 - State and Federal Payments are not being released.
 - The district has sufficient funds from tax revenues to operate.
- Debt Restructure Discussion
 - Mrs. Vicente presented the facility renovation timeline, initially discussed with the Board in 2023. In her presentation, she highlighted the advantages of long-range planning and using funds and accrued interest to support future facility projects rather than applying those resources to a short-term budget fix.
 - Jackson Elementary is almost 30 years old and is slated to be the next building to be renovated.
 - There are two opportunities ahead of the board: 1. Use cash for a renovation at Jackson through the debt restructure; and 2. Capitalize on the opportunity to sell the relocatable unit at Jackson when the renovation occurs, and apply the proceeds from the sale to the cost of the renovation. The relocatable unit at Jackson Elementary was purchased for \$413K and remains in excellent condition.
 - Three options for debt restructuring:
 - Do nothing and maintain status quo
 - \$2M in savings in 25/26 and 26/27 with no additional money. Adds one year to the debt payoff.

- \$2M in savings in 25/26 and 26/27, \$1M in new money to cover Middle School roof project. Adds one year to the debt payoff.
 - Allie Macchi from Raymond James presented on the current debt portfolio and future options:
 - Other debt options are available to call, but they do not make financial sense right now.
 - Debt would be extended by one additional year.
 - Many districts across the Commonwealth are restructuring to meet renovation needs.
 - No impact to the \$6M budgeted debt service.
 - Interest rates are at a good spot for selling.
 - Restructuring should happen before the November payments to have an impact on the 25-26 budget.
 - A restructure creates options for the board and administration in the future.
 - Mr. Ondrusek would like to see the district consult with architects first to get an idea of future facilities cost, then move forward with financing options.
 - Mrs. Vicente and Mrs. Mathias stressed that funds from the debt restructuring would be set aside and designated for construction funds. The Board would approve the earmarking of the funds for future renovations, and only the Board, through a vote, could change the intended use of the set-aside money.
 - Mr. Ziegler requested a report upon completion of the roofing project to show how the \$1M has been spent.
 - The committee recommended moving the proposed debt restructuring with an additional \$1M of new money to the full board for voting consideration.
 - Bond counsel and PFM will be at the August board meeting.
- Substitute Rates
 - Currently, the district is paying more money for class coverage when teachers cover classes in the absence of substitutes. Class coverage is \$245 per day compared to \$155 per day for a substitute.
 - The administration requested to increase the rates as follows for substitutes to a tiered approach:
 - \$165 1-30 days
 - \$175 31-60 days
 - \$185 61-89 days
 - \$311 90+ days

- Scheduling class coverage is a burden on both the Principals and the teachers.
- Plan to implement recruitment strategies through Human Resources to engage a larger number of substitutes more consistently.
- Mr. Ondrusek would like to see a change to the \$311 at 90+ days and recommends \$205.
- Mr. Ziegler would like to see 31-60 days at \$200, then tier the rest.
- Recommendation for Mrs. Mathias to run numbers based on:
 - \$165 1-30
 - \$205 31-60
 - \$245 61-89
 - \$311 90+
- The committee recommends increasing the daily substitute rate by \$10 from \$155 to \$165 beginning with the 2025-2026 school year.
- Mrs. Mathias was tasked with creating different tiered sub rates and sending them to the committee for consideration before the next board meeting. The most agreed-upon tiered sub rate structure will be voted on in the August Board meeting.
- Bank Fees
 - Mrs. Mathias renegotiated the Fulton Bank Fees. The fees for 2024-2025 were \$25,668. After the successful negotiation, there will be an estimated savings in 2025-2026 of \$12,500 as reflected in:
 - 40% relationship discount
 - Remote deposit fees decrease to \$0.08 from \$1.00 per check
- Special Education Supplemental Contract
 - Extended School Year for July services following the student's IEP
 - Recommendation to move forward to the board.
- Renewal of Power School Contract through Carbon-Lehigh IU
 - Power School is the District's Student Information System and the backbone of many of our systems
 - The contract presented is for a 5-year term for \$51K per year.
 - Recommendation to move forward to the board.

Public Comment: None

Next Finance Committee Meeting:

- September 9, 2025

Adjournment

- Mr. Ondrusek adjourned the meeting at 7:50 pm.

Future Finance Committee Meetings:

Tuesday, October 7, 2025

Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

August 7, 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**

Ms Jennifer Haas was also in attendance.

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

Discussion Items

High School Graduation Requirements

- Graduation requirements for classes 2026, 2027, 2028 and 2029 were reviewed.
- Students will need to earn 22.5 credits to graduate from ELCO HS. The additional .5 credit reflects the Personal Finance course (new requirement).
- The committee recommends moving the revised high school graduation requirements to the full board agenda.

Seal of Biliteracy

- The Seal of Biliteracy is an award presented by a school district in recognition of students who have attained intermediate-high proficiency in English and one or more additional world languages upon high school graduation.
- The requirements include completing the requirements to earn a HS diploma; earn an average grade of 80% or higher in all HS ELA courses, and score proficient/advanced on the Keystone Literature Exam, and earn an average grade of 80% or higher in all world language courses in grades 8-12, and score intermediate/high in ACTFL world language assessment (approximately \$80.00 per assessment).
- ELL students may show proficiency in their home language through transcripts showing three years of 80% or higher in high school language courses outside of the country.

- The committee recommends moving the Seal of Biliteracy to the full board agenda.

Dual Enrollment Agreements

- The school district currently has eight dual enrollment agreements with colleges and universities in the Commonwealth. We are looking to add two more, Elizabethtown and Penn West.
- The committee recommends moving the new dual enrollment agreements to the full board agenda.

Educator Rising Licenses

- The Family and Consumer Science program will be revised in 2025-2026 to incorporate a pipeline to teacher certification.
- An application for a CTE program for teaching will be made in the fall.
- A request was made to purchase Educator Rising Licenses for the students; the licenses sequence nicely with the CTE programming.
- Administration is requesting the teacher resources only, which cost \$7,000. The funds will come from those budgeted for the Kiddie Corner program, which was phased out at the end of the 2024-2025 school year.
- The committee recommends moving the Educator Rising Licenses to the full board agenda.

High School Improvement Plan

- Ms. Jennifer Haas, High School Principal, attended the meeting to present the High School Improvement Plan for 2025-2026
- Continuous Improvement plans will include four goals; the goals have shifted from growth to achievement this school year, and the High School Plan has been enhanced to meet the requirements established by the PA Department of Education's ESSA Plan.
- The High School has been identified as TSI, the first level of improvement. It is considered an "early warning" and identifies areas for improvement. Typically, specific at-risk student groups are identified for improvement; these groups may be at a future risk for more intensive support. It is an annual designation.
- Dr. Davis reviewed the TSI requirements with the committee and explained how schools are identified as TSI. We have been identified as TSI based on our students with disabilities student group and their achievement and growth in Math and ELA combined.
- Additionally, the following data was reviewed for our students with disabilities student group: graduation rate, English Language Proficiency, regular

attendance, and career standards benchmark. Two areas were identified as needing improvement: graduation and attendance.

- Ms. Haas presented the Continuous Improvement Plan and special strategies for the students with disabilities group.
- The committee recommends that the CIP Plan be moved forward to the full board for voting consideration.

Public Comment:

Next Curriculum Committee meeting:

- September 11, 2025

Mrs. Kantner adjourned the meeting at 6:12 pm.

Future Curriculum Committee Meetings:

Thursday, September 11, 2025

Thursday, October 9, 2025

Thursday, November 6, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

August 7, 2025, DO Boardroom, 6:00 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 6:12 pm.

Discussion Items

The Committee reviewed a draft agenda for the August 18, 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 DATE, the following items will appear on the DATE Board Agenda:

- New hires:
 - Mrs. Vicente thanked the Committee for giving her the ability to proceed with making employment offers to staff over the summer when there were no board meetings.
 - Mrs. Vicente and Mrs. Dehaven shared a list of staff who have been hired since June, including food service, paraprofessionals, girls soccer coach, assistant football coaches, building nurse, director of buildings and grounds, and a 4th-grade teacher.
 - One transfer will be made for a middle school teacher to transfer into an open middle school family and consumer science position.
 - Mrs. Vicente shared that she facilitated a workgroup of special education teachers to discuss hiring paraprofessionals for special education. The workgroup provided suggestions for how to hire paraprofessionals to find the best match of skills for these positions.
- Resignations:

- Mrs. Dehaven shared the resignations that will appear on the next agenda, including coaches, teachers, cafeteria, building nurse, FCS teacher, math teachers, and school police officer.
- Staffing Update:
 - Positions still open include two high school special ed teachers, two middle school math teachers, and a middle school health and PE teacher.
 - Mrs. Dehaven shared the changes in employment status and a retroactive SPA teacher approval.
 - Teachers receiving tenure and a principal mentor were also discussed.

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 of FMLA leave, will also appear on the Board agenda for School Board approval.

Substitute Rate

- Mrs. Vicente shared a summary of the proposal presented at the Finance Committee meeting this week. She shared that ELCO's substitute rate is not comparable to the rates substitute teachers can receive in other districts. Substitute teachers earn more in other districts if they commit to serving in the district for more than 30 days.
- The Finance Committee is recommending a tiered proposal to increase the base substitute rate from \$155 to \$165 and to increase the daily rate for substitutes who work for more than 30, 60, and 90 days in the district.
- Mrs. Dehaven will be reaching out to all substitute teachers to inform them of these changes in hopes that they will be encouraged to pick up more days at ELCO.

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

Public Comment: None

Next Personnel Committee Meeting:

- September 11, 2025

Adjournment: Mrs. Morrissey adjourned the meeting at 6:43 pm.

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

Future Personnel Committee Meetings:

Thursday, September 11, 2025

Thursday, October 9, 2025

Thursday, November 6, 2025