



Eastern Lebanon County School District
Committee Minutes
September 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

September 8, 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 6:01 pm by Mrs. Moyer.

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

Policies for Review:

- Policy 901 Public Relations Objectives
 - Language was removed for clarity and consistency.
- Policy 902 Publications Program
 - Language was changed, removing the Board Secretary from the delegation of responsibility, and language was revised regarding the protection of individual privacy.
- Policy 904 Public Attendance at School Events
 - PSBA recommended aligning the language in the policy to ensure consistency with other policies when referencing tobacco products, reporting agencies, and PA Code.
- Policy 905 Citizen Advisory Committees
 - The Committee recommended retiring this policy because ad hoc committees are covered under other policies.
- Policy 906 Public Complaint Procedures
 - Minor language revisions were recommended under the procedures to file a complaint to improve clarity and consistency.
- Policy 908 Relations With Parents/Guardians
 - No revisions were made to this policy.
- Policy 909 Municipal Government Relations
 - Minor language revisions were recommended to align with PA Code.
- Policy 910 Community Engagement

- The Committee reviewed PSBA's recommendations and recommends keeping the current version of this policy, with the only change being the name of the policy from "Community Relations" to "Community Engagement."
- Policy 911 News Media Relations
 - The Committee maintained the language regarding the Superintendent or designee being the representative for all communications. Other minor language changes were made for clarity.
- Policy 912 Relations With Educational Institutions
 - This policy was reviewed with no changes recommended.
- Policy 913 Nonschool Organizations/Groups/Individuals
 - Minor changes were made to this policy based on PSBA recommendations to align with the new Social Media policy.
- Policy 914 Relations With Intermediate Unit
 - This policy was reviewed with no changes recommended.
- Policy 915 PTO and Booster Organizations
 - This policy was reviewed with no changes recommended.
- Policy 916 Volunteers
 - Minor changes are recommended for this policy to prohibit discrimination against volunteers consistent with state and federal law.
- Policy 917 Parental/Family Involvement
 - This policy was reviewed with no changes recommended.
- Policy 918 Title I Parent and Family Engagement – ON HOLD
 - This policy was not reviewed

Mr. Ondrusek requested that the committee review the student privacy policy at a later meeting.

Mrs. Vicente congratulated the Policy Committee on their commitment to review policies. All policies have now been recently reviewed by the Committee, except those that are on hold for further guidance. The Committee decided to cancel the meeting scheduled for October.

Public Comment: None

Next Policy Meeting:

- November 3, 2025

The meeting adjourned at 5:58 pm.

Future Policy Committee Meetings: Monday, November 3, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

District Board Room

September 9, 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, Tom Ferrari, and Joya Morrissey were also present.

Call to Order and Welcome

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

Discussion Items

- Proposed Lebanon County Career and Technology Center (LCCTC) Building Renovation Presentation, Mr. Charles Benton, Executive Director, LCCTC, and Mrs. Marilyn Lathrop, Assistant Executive Director, LCCTC
 - Mrs. Vicente shared that the renovation of LCCTC has been a topic of discussion over the last few years, and the approval will be presented to the JOC before being considered by the ELCO School Board.
 - Mr. Benton presented the plans for renovating the CTC.
 - Option A would add approximately 50,000 sq. ft. The construction will cluster programs together within the building and will add a welding area. It will also create an area where all trades can come together to work collaboratively on projects.
 - Option B reduces the footprint slightly. This option includes a flex area but shrinks the roof's footprint to minimize future roof replacement costs.
 - Option C is similar to Option B, but with a second story added to the building.
 - Option D is a similar option to Option B, but with a different configuration.
 - Option E has the smallest footprint with a second story added. This option would require the installation of elevators for ADA compliance. This option also eliminates the long, non-ADA-compliant hallway.

- Option F is a brand-new building built adjacent to the current building. This option is two stories and requires the least amount of disruption to instructional programs during construction.
- Costs were presented. Baseline costs included bringing electrical, HVAC, windows, etc., up to standard.
 - Option A is approximately \$80 million. In Option, a future roof replacement is estimated to cost roughly \$5.5 million.
 - Options B-E are approximately \$90-96 million. Options B-E would have a reduced future replacement cost of the roof, roughly \$3 million, due to the two-story building.
 - Option F, new construction, was estimated to cost \$117 million. Future roof costs on these buildings were estimated to be around \$3 million. Option F is new construction and would not need a roof replacement for 20-30 years.
- Mr. Ziegler asked if there were additional programs and more students that could be served. Mr. Benton shared that they are looking into adding an HVAC system and hiring a welding instructor. They will also examine industry trends to identify other needs.
- The Committee expressed concerns about what would happen if another Lebanon County district chose to step away from the CTC. The Committee expressed concerns that the costs would then be divided among the remaining districts, thus increasing the share ELCO would need to contribute. Mr. Benton shared that he has not heard of any districts that are considering stepping away from the county's CTC. He also shared that the Articles of Agreement have been agreed upon by districts and stepping away from that agreement could have financial consequences.
- Mr. Benton shared that he would like to invite the Board to come to the LCCTC for a tour. The Committee expressed interest in this tour.
- If the Boards decide to move forward with a feasibility study, the timeline is approximately 18 months to break ground. The JOC and all participating Boards need to be in agreement. Mr. Benton shared that he is also seeking other funding sources.
- Donation to Habitat for Humanity
 - Mr. Frantz shared that there are pallets of outdated cleaning products stored in the district that need to be removed. Quotes were received to remove the chemicals. Mr. Frantz contacted Habitat for Humanity Restore in Reading, and they are willing to come and remove the chemicals to use in their store.

- Safety Item: Water leaked onto the floor in the Intermediate School gymnasium this summer due to condensation. When the floor was sealed this summer, it was not dry. There is now warping, and the floor is not safe. The section of the floor needs to be removed and replaced. Miller Flooring is ready to come in to remediate, and the District's insurance company has been notified.
- Card readers: The card readers in each building will no longer be supported. Mrs. Shoemaker had planned to upgrade the systems using grant funds already awarded to the district. The badging system would then bring all buildings onto the same system with Low V, which is what the high school renovation brought to the high school. NOTE: The High School card reader system was already replaced as part of the renovation project.
- Mr. Frantz also gave a report about his first 30 days, including updating chemical information sheets, open custodial positions that are being filled, posting of new vacancies, a tennis court refurbishment, an AC compressor went down at the high school and is being replaced next week, addressing roof leaks at the high school, and moving forward with quotes for the middle school roof.

Public Comment: None

Next General Services Meeting: October 7, 2025

Adjournment: Mr. Santos adjourned the meeting at 6:47 pm.

Future General Services Committee Meetings: Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

September 9, 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, Tom Ferrari, and Joya Morrissey were also present.

Call to Order and Welcome

- Mr. Ondrusek called the meeting to order at 6:00 pm.

Discussion Items

- **Bond Restructure – Addendum to Resolution**
 - Lou Verdelli shared information about the bond restructuring. Previous presentations on restructuring options did not comply with the regulations applicable to restructuring. The proposed new restructuring does not utilize taxable bonds; therefore, the rate is lower. The structure also enables the district to repay the debt more quickly than the initial options presented to the Board, thus reducing the debt service. Overall, this option is more efficient by approximately \$900,000 over the life of the bond. If approved by the Board on September 22, the rates can be locked in on September 23. Rates are currently trending down, which could benefit the District.
 - Rhonda Lord shared the amendment that would need to be approved by the Board to proceed with the presented option.
- **Moody's Rating Call**
 - On Monday, September 8, 2025, a Moody's rating call was conducted. The analyst focused on the decrease in the fund balance. Fund balance is one of the most critical components. The District is currently rated at Aa3. A new rating will be received on September 17.
- **2025-2026 Budget Impasse**
 - PSERS Payment

- This payment is usually due September 3. PSERS is asking districts to pay only half of this cost to the employer for now.
 - ELCO Impact
 - Mrs. Mathias shared that the district has \$25.5 million in liquid funds. The tax collections are consistent with the past real estate collections cycle. As of now, ELCO is not facing a financial crisis and will have enough funds to last until the end of February, if necessary.
- Food Service Department Temperature Monitoring System, quote from Digi SmartSense, LLC.
 - Mrs. Mathias shared that Mr. Ludwig is requesting to purchase a temperature monitoring system. This monitoring system would prevent waste by alerting food service staff when food is not being kept at the correct temperature in the event of an equipment or freezer malfunction. Additional purchases of Wi-Fi-connected thermometers would be added later. Mrs. Vicente shared that the system would also gather data that would be helpful to complete compliance monitoring with the state. These purchases would be made from the Food Services account, not the General Fund.
 - Purchase Price, \$4,952.12
 - Annual Recurring Cost, \$1,500.00
 - Mr. Santos asked if other companies would have lower recurring costs. Mrs. Vicente shared that she can go back to ask Mr. Ludwig about other companies, but that she trusts Mr. Ludwig's expertise to select a monitoring system.

Public Comment:

- Mr. Ferrari asked if the temperature monitoring system is COSTARS. He also thanked Mr. Ludwig for being proactive. He also thanked Lou Verdelli for bringing another option back to the Board that will save the District some money.

Next Finance Committee Meeting:

- October 7, 2025

Adjournment

- Mr. Ondrusek adjourned the meeting at 6:33 pm.

Future Finance Committee Meetings: Tuesday, November 4, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

September 11, 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 5:01 pm by Mr. Kahl.

Discussion Items

- Continuous Improvement Plans
- Dr. Davis opened the session by setting the context and emphasizing that the focus in this year's Continuous Improvement Plans would be on achievement. She highlighted that the data from recent years reflects strong and consistent growth.
 - Fort Zeller Elementary School - Jodi Houck, Principal
 - Mrs. Houck presented the Blueprint for Success for Mathematics, ELA, Readiness for Learning, and School Community/Culture.
 - The 2025-2026 goal for Mathematics is 66%, an increase of 5%
 - The 2025-2026 goal for ELA is 78%, an increase of 5%
 - The 2025-2026 goal for Readiness for Learning will be accomplished through the use of Rounding Conversations. Mrs. Houck will meet with all staff members to gather feedback on the culture and identify areas for improvement.
 - The 2025-2026 goal for School Community and Culture will be for Fort Zeller to earn the PBIS Tier 3 certification.
 - Points of Pride:
 - PBIS Program
 - SPA Program
 - Apple Distinguished School
 - Positive communication with families
 - Community Outreach
 - Jackson Elementary School - Megan Ressler, Principal

- Mrs. Ressler presented the Blueprint for Success for Mathematics, ELA, Readiness for Learning, and School Community/Culture.
 - The 2025-2026 goal for Mathematics is 88%, an increase of 5%
 - The 2025-2026 goal for ELA is 93%, an increase of 5%
 - The 2025-2026 goal for Rounding Conversations. Mrs. Ressler will obtain feedback from staff regarding the culture in the building and a problem of practice. This process encourages all voices to be heard.
 - The 2025-2026 goal for School Climate/Culture will focus on completing two structured rounding cycles in the areas of culture and the daily What I Need (WIN) intervention block and MTSS.
 - Points of Pride:
 - Meeting all of the 2024-2025 CIP goals
 - Apple Distinguished School
 - Fostering deep relationships with staff, students, and families
- Nonpublic Title I Agreement
 - Dr. Davis shared that an annual agreement with IU13 will be included on the next Board agenda for Title I services to non-public students.
 - The agreement provides services for three students at a cost of \$2,958.
 - The cost is less than in previous years because Title IV funds have not been released to school districts.
 - The committee recommends moving the agreement forward for full board consideration.
- Curriculum Cycle Update
 - K-5 Science is in task force this year. They will align curricula with the STEELS standards, identify the necessary resources, and align them with CKLA topics.
 - 6-12 Social Studies is also in task force this year. They will realign 7th grade World History, 10th grade World Civilizations, and 11th grade Economics (semester course). Additionally, they will identify the necessary resources for the courses.

Public Comment:

- Mr. Fischer commended the K-2 principals on their work. He has seen firsthand the difference in his child's education. He commented that the input from teachers has had a positive impact on the school system. He is very pleased with how things are going.

- Mrs. Myer shared how encouraging it is that the principals are securing buy-in from the teachers and listening to their input and feedback. She offered how refreshing it is to know that the principals are also addressing the input they receive.

Next Curriculum Committee meeting:

- October 9, 2025

Mr. Kahl adjourned the meeting at 5:47 pm.

Future Curriculum Committee Meetings:

Thursday, November 6, 2025



Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

September 11, 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 5:49 pm.

Discussion Items

The Committee reviewed a draft agenda for the September 22 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 September 11, the following items will appear on the September 22 Board Agenda:

- New hires:
 - New paraprofessionals - Changes have been made during paraprofessional interviews to get to know the candidates, explain the different types of classroom paraprofessional positions, and get the candidates' feedback on where they feel they would be the best fit. The administration then makes decisions about where each candidate will be placed.
 - New math teacher at the MS, food service positions, and custodial positions will be on the agenda.
 - The final three custodial positions will be filled. The AMES service will be retained in case there is a future need.
- Resignations:
 - A retirement will be on the agenda for maintenance, and resignations will be on the agenda for food service and two teaching positions, including one in middle school technology education and another in elementary special education. Mrs. Vicente shared that the administration has reviewed all the open positions, and we will need to replace them.

However, we are considering making changes to the middle school tech ed position to focus it more on STEM.

- Staffing Update:
 - Additional substitutes will also be on the agenda.
- Requested Leaves:
 - Requested leaves will also be on the agenda.

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.

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

Public Comment: None

Next Personnel Committee Meeting:

- October 9, 2025

Adjournment: Mrs. Morrissey adjourned the meeting at 5:58 pm.

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

Future Personnel Committee Meetings:

Thursday, November 6, 2025

