

EASTERN LEBANON COUNTY SCHOOL DISTRICT  
180 ELCO Drive, Myerstown, PA 17067

Committee-of-the-Whole Board of Education Meeting  
District Board Room  
Hybrid

January 4, 2022

The Committee-of-the-Whole Board of Education Meeting was called to order by President, Tom Ferrari at 6:00 p.m.

The Eastern Lebanon County School Board met in a Committee-of-the-Whole Board of Education Session (hybrid – in-person and via Zoom) with President Tom Ferrari presiding.

Mr. Ferrari noted the District is audio recording the meeting and the audio recording will be posted to the district website. Mr. Ferrari also inquired if anyone in attendance was recording the meeting; Joel Risser, 2 Park View Dr., Myerstown, indicated recording the meeting.

A Moment of Silent Meditation was observed, which is optional for attendees.

The Pledge of Allegiance was led by Mr. Ziegler.

#### Roll Call

Board Secretary, Gloria Hill called the roll. The following members were present: Mrs. Kantner, Mrs. Moyer, Mrs. Noll, Ms. Schaeffer; and Messer's Ferrari, Kahl, Kramer, Ondrusek and Ziegler. Also, in attendance were the following from the administrative team: Mrs. Vicente, Dr. Davis, Ms. Haas, Mr. Deane, Dr. Gerhart, Mrs. Hower, Mr. Lin, Mr. Breeden, Mrs. Shoemaker, Mr. Sweigart, Mrs. Himmelreich, Mr. Miller, Mr. Boltz, Mr. Dresch; Gloria Hill, Board Secretary; \*William Zee, Solicitor; and faculty/staff and community members (in-person and Zoom).

\*Designates board members and/or administration attending via Zoom.

#### Board President Communications

- The Board met in an Executive Session tonight, January 4, 2022, at 5:00pm, for the purpose of discussing confidential personnel matters involving employment, and terms and conditions of employment.
- The Board will meet immediately following the adjournment of tonight's meeting for required Board training.
- Announced clarification of changes to the meeting agenda will include a Moment of Silent Meditation followed by the Pledge of Allegiance.
- Mr. Ferrari made a statement about the Policy Committee Meeting held on December 13, 2022, and discussions and resolutions regarding Policy 221.

Students of the Month – presented by Mrs. Dotty Noll

December students recognized:

- Fort Zeller, 2<sup>nd</sup> Grade – Greyson Anspach\* (Mrs. Lucky's class), Kenley Luckenbill (Mrs. Eshleman's class) and Matthew Morris (\*\*Miss Yeiser's class)
- Jackson, 2<sup>nd</sup> Grade – Harper Dermes (Mrs. Kleinfelter's class) and Jackson Ruth\* (Mrs. Altland's class)
- Intermediate School – Emma Grovenstein and Will Macchione (\*\*Mrs. Hibshman's class)
- Middle School – Kiersten Powell and Cole Doster\*
- High School – Vladyslav Dribnokhod, Brendon Stauffer\* (CTC – Welding), Myah Yesko

\*Student unable to attend.

\*\*Faculty in attendance supporting students.

Mr. Ferrari congratulated students receiving recognition with encouragement and praise, as well as grateful for the support they have received from family and teachers. Students chosen as January Students of the Month will be recognized at the next meeting on January 18, 2022.

At 6:28pm, the board took a brief intermission to allow students and parents attending to leave prior to the start of the business meeting.

The meeting reconvened at 6:31pm.

### Board Committee & Rep Reports

- Personnel Committee – Mrs. Moyer
  - No report.
- Curriculum Committee – Mrs. Kantner
  - The committee is recommending one item on tonight's agenda, and will hold their next meeting on Thursday, January 20, 2022, at 6:00pm.
- Policy Committee – Mr. Ondrusek
  - The last meeting was held on December 13, 2021, to review policies and edits recommended, which are on tonight's agenda for 1<sup>st</sup> Reading.
- Technology Committee – Mrs. Noll
  - The committee is recommending one item to be approved on January 18, 2022. No future meeting has been scheduled.
- General Services Committee – Mr. Ziegler
  - Next meeting will be held on January 18, 2022, at 5:00pm.
  - Items on tonight's agenda for approval and/or recommendation.
- Finance Committee – Mr. Kahl
  - The next meeting will be held January 13, 2022, at 5:00pm. Motion on tonight's agenda for discussion and recommendation regarding Act 1 Index.
- IU13 Rep Report – Mr. Ondrusek
  - The next meeting will be held on January 12, 2022, and will be held in-person. A new Board President will be elected at that time.
- PSBA Rep Report – Mrs. Moyer
  - Several items announced:
    - January is Board Member Recognition month.
    - General Assembly convened.
    - Governor Wolf will give his budget address on February 8, 2022.
    - Update given on House Bill's signed by the Governor, in particular House Bill 412 and Act 91 of 2021, addressing substitute shortages in school districts across Pennsylvania.
- CTC Rep Report – Mr. Ziegler
  - Items reported:
    - JOC met on December 21, 2021, with reorganization conducted.
    - The next meeting will be held January 18, 2022.
    - New machine shop equipment and items being produced and used by NASA.
- Lebanon Co. Tax Collection Rep Report – Mr. Kramer
  - No report.
- ELCO Education Foundation – Mrs. Noll
  - The next meeting will be held January 12, 2022, at noon. New members will begin serving at this meeting and include Ms. Megan Schaeffer as the ELCO Board Liaison.

### Public Comments – Items On the Agenda

- Joel Risser, 2 Park View Dr., Myerstown – 1<sup>st</sup> Reading of Policy 907 and concerns with safety and security. Also, access to policies in draft form.
- Nicole Readinger, 124 Oaken Way, Myerstown – Policy 907 and protocols in place are thorough.

### Approval of Treasurer's Report

On a motion by Mr. Kahl, seconded by Mrs. Noll and approved by Voice vote, all voting Aye, the Treasurer's Report of 11-30-2021 was approved.

## **ACTION ITEMS**

### Personnel Committee – Mrs. Rachel Moyer, Chair

No items were requested to be separated from the overall vote.

On a motion by Mrs. Moyer, seconded by Ms. Schaeffer and approved by Voice vote, all voting Aye, Personnel items, A – S were approved:

- A. Accepted a “Letter of Resignation” from Jessica Radu, full-time Food Services employee, effective and retroactive to November 17, 2021.
- B. Approved a change in the employment status of Jennifer Henry *from* part-time Food Services employee *to* full-time Food Services employee (subject to assignment), effective and retroactive to November 18, 2021, 6 hours/day, 10-month position. Note: there is no change in hourly rate and applicable benefits will begin after the 60-day probationary period.  
*Background: Position filled due to resignation.*
- C. Approved the employment of Ben Moser as Varsity Head Wrestling Coach for the 2021-2022 Winter Sports season, effective and retroactive to November 22, 2021. (Board Attachment)
- D. Accepted a “Letter of Resignation” from Derek Thomas as Assistant Varsity Wrestling Coach effective and retroactive to November 22, 2021.
- E. Accepted a “Letter of Resignation” from Natalie Kidd, part-time Personal Care Assistant, effective and retroactive to December 10, 2021.
- F. Accepted a “Letter of Resignation” from Karen Brown, full-time High School Administrative Assistant, effective and retroactive to December 31, 2021.
- G. Accepted a “Letter of Resignation” from Korissa Nauman, full-time Specialized Paraprofessional, effective and retroactive to December 31, 2021.
- H. Approved the rehire of Jessica Templin as a part-time Paraprofessional (subject to assignment), at an hourly rate of \$12.06, 3 hours/day, three days per week (10-month position), effective and retroactive to December 1, 2021. (NOTE: All required documentation is on file. This position does not include benefits.)  
*Background: Position filled due to resignation.*
- I. Approved a change in the building assignment of Maureen McGuire, full-time Paraprofessional *from* the ELCO High School *to* the ELCO Intermediate School (7.5 hours/day), effective and retroactive to December 7, 2021, with no change in hourly rate.  
*Background: The change in building assignment is due to a resignation.*
- J. Approved the employment of Jaynili Negron Polanco as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$12.49, 7.5 hours/day (10-month position), effective and retroactive to December 6, 2021, noting all required documentation, clearances, and disclosures are on file. Benefits will begin after the 60-day probationary period.  
*Background: Position filled due to resignation.*
- K. Approved the employment of Patricia Pasquale as a full-time Paraprofessional (subject to assignment), at an hourly rate of \$10.25, 7.5 hours/day (10-month position) effective and retroactive to December 16, 2021, noting all required documentation, clearances, and disclosures are on file. Benefits will begin after the 60-day probationary period.  
*Background: Position filled due to resignation.*
- L. Approved the employment of Sarah Blakeslee as a full-time Paraprofessional (subject to assignment), at an hourly rate of \$10.25, 7.5 hours/day (10-month position) effective and retroactive to December 20, 2021, noting all required documentation, clearances, and disclosures are on file. Benefits will begin after the 60-day probationary period.  
*Background: Position filled due to resignation.*
- M. Approved the following trip/travel requests, as listed:
  1. Retroactive approval of Douglas Knepp - Intermediate School Dean of Students, to travel and attend Innovative Schools Summit, held December 9-12, 2021, in Atlanta, GA.  
*Background: Conference with focus on addressing learning loss, supportive discipline, and helping marginalized students. Costs were budgeted.*

2. David Fair - High School Band Director, to travel and attend with qualifying students (no more than 4 students), the PMEA District 7 Upper Band Festival, to be held January 28-29, 2022, at Cedar Cliff High School, Camp Hill, PA.  
*Background: Annual event attended by director and qualifying musicians. Costs are budgeted.*
  3. Lucas Sandoe - FFA Advisor, one chaperone, and approximately 25 students to travel and attend the PA FFA ACES (Agricultural Cooperation Establishes Success) Conference at the Sheraton Hotel, Harrisburg, PA, being held February 5-6, 2022.  
*Background: Annual conference on leadership with costs budgeted.*
- N. Approved the request of Suzanne Lucky, 2<sup>nd</sup> grade teacher, for a half-year sabbatical to occur the Fall semester of the 2022-2023 school year.
- O. Approved the request of Tamara Showers, 3<sup>rd</sup> grade teacher, for a full-year sabbatical to occur the 2022-2023 school year.
- P. Approved a change in the employment status of Tara Lutz, *from* elementary Reading Specialist *to* Middle School Assistant Principal, on a Professional Administrative contract, with an effective date TBD, at a salary of \$86,500 with applicable benefits per Act 93, prorated for the 2021-2022 school year. (Board Attachment)
- Q. Approved adding the following individual to the ELCO sub listing for the 2021-2022 school year, noting all required documentation, clearances and disclosures are on file, as listed:
1. Korissa Nauman – Para sub
- R. Approved the following individuals as new drivers, noting all drivers are employed directly through Brightbill Transportation, as listed:
1. Emerald Shober
  2. Trevor Kellenberger
  3. Penny Hartman – retroactive January 3, 2022
- S. Approved adding the following individuals to the ELCO Volunteer listing for the 2021-2022 school year, as listed, (noting all required documentation, clearances, and trainings are on file):
1. Howard Kramer – retroactive to November 15, 2021
  2. Meredith Bender – retroactive to November 16, 2021
  3. Jeffrey Kapp – retroactive to November 17, 2021
  4. Stacey Thomas – retroactive to November 18, 2021
  5. Sara Sweitzer – retroactive to November 18, 2021
  6. Betsy Boyer – retroactive to November 30, 2021
  7. Tiffany Houtz – retroactive to December 6, 2021
  8. Shannon Ruth – retroactive to December 6, 2021
  9. Jeffrey Gumpert – retroactive to December 6, 2021
  10. Kirsten Whitman – retroactive to December 6, 2021
  11. Rachael Young – retroactive to December 7, 2021
  12. Chris Hibshman – retroactive to December 8, 2021
  13. Alicia Habecker – retroactive to December 13, 2021
  14. Sarah Jumper – retroactive to December 17, 2021
  15. Nicole Yeingst – retroactive to December 17, 2021
  16. Amanda Houtz – retroactive to December 20, 2021

**Curriculum Committee – Mrs. Bonnia Kantner, Chair**

On a motion by Mrs. Kantner, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, Item A was approved:

- A. Approved the November 3, 2021, meeting minutes of the ELCO Agriculture Occupational Advisory Committee. (Board Attachment)

**Policy Committee – Mr. Ray Ondrusek, Chair**

On a motion by Mr. Ondrusek, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, Item A was approved:

- A. Approved the 1<sup>st</sup> Reading of reviewed, revised, and new board policies, as listed: (Board Attachment)**
1. Policy 000 – Local Board Procedures (reviewed)
  2. Policy 005 – Organization (revised)
  3. Policy 006 – Meetings (revised)
  4. Policy 138 – English as a Second Language/Bilingual Education Program (revised)
  5. Policy 200 – Enrollment of Students (reviewed)
  6. Policy 201 – Admission of Students (revised)
  7. Policy 205 – Postgraduate Students (reviewed)
  8. Policy 206 – Assignment within District (revised)
  9. Policy 207 – Confidential Communications of Students (reviewed)
  10. Policy 208 – Withdrawal from School (revised)
  11. Policy 218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault (New)
  12. Policy 903 – Public Participation in Board Meetings (revised)
  13. Policy 907 – School Visitors (revised)

**General Services Committee – Mr. David Ziegler, Chair**

No items were requested to be separated from the overall vote.

On a motion by Mr. Ziegler, seconded by Mr. Ondrusek and approved by Voice vote, all voting Aye, Items A - B were approved:

- A. Approved allowing improvements to the Fort Zeller Right-Of-Way as requested by the adjacent property owner, Jeremy and Linda Horst, per the terms of the original Right-Of-Way agreement signed in 1972. (Board Attachment)**

*Background: A ROW was granted to the Sauter family in 1972 for the purpose of gaining access to and from the property off of N. Sheridan Road. The current owner is proposing to make improvements to the property and to the driveway entrance covered by the ROW for purposes of adding commercial chicken barns. The PennDOT Highway Occupancy permit process requires that the District consent to the owners PennDOT application to construct the improvements to the driveway entrance. Per the terms of the original ROW, the adjacent property owner is required to pay for the improvements, and to maintain and repair the ROW as needed. (NOTE: This item was discussed in Committee on November 15, 2021, and was recommended to move forward for full board approval.)*

- B. Approved a service contract with Trane to service the chillers at the Middle School, Fort Zeller and Jackson Elementary schools in the amount of \$10,267.00. (Board Attachment)**

*Background: Annual contract renewal.*

**Finance Committee – Mr. Jack Kahl, Chair**

On a motion by Mr. Kahl, seconded by Mrs. Noll and approved by Voice vote, all voting Aye, Item A was approved:

- A. Approved the payment of bills as found listed and attached to the January 4, 2022, Board Agenda for payments made November 2021, in the amounts indicated: (Board Attachment)**

General Fund payments in the amount of	\$3,129,457.79
Cafeteria Fund payments in the amount of	\$282,830.93
Capital Reserve Fund payments in the amount of	\$137,302.05
Debt Service payments in the amount of	\$2,017,075.99
Construction Fund payments in the amount of	\$124,958.71
Student Activity payments in the amount of	\$12,279.87
Flex Spending payments in the amount of	\$1,594.96

## NON-ACTION ITEMS

### Personnel Committee – Mrs. Rachel Moyer, Chair

*The Board reviewed and discussed the following items:*

- A. Recommend to accept a “Letter of Resignation” from Erin Harris as Head Varsity Softball Coach effective December 23, 2021.
- B. Recommend to accept a “Letter of Resignation” from Erin Snader as Assistant Varsity Cheerleading Coach, effective at the completion of the 2021-2022 Winter Season.

### Technology Committee – Mrs. Dotty Noll, Chair

*The Board reviewed and discussed the following item:*

- A. Recommend for approval an agreement with TekSavers to purchase older laptops and desktops from the district at a maximum value of \$53,571.00, subject to conditions of the computers. The district will look to sell between 550-600 computers to TekSavers under this agreement. (Board Attachment)  
*Background: Three companies submitted proposals with TekSavers providing the highest competitive quote. TekSavers also provides a certificate of destruction of hard drives in accordance with industry standards set forth by HIPAA and GLBA compliance requirements and will come onsite to package equipment.*

### Finance Committee – Mr. Jack Kahl, Chair

*The Board reviewed and discussed the following items:*

- A. Recommend for approval a proposal from Asset Control Solutions, Inc., for an asset inventory for GASB 34 Audit reporting, at a cost of \$7,250. (Board Attachment)  
*Background: This is a fixed asset inventory conducted every two years for financial statement purposes as recommended by the District’s CPA auditors.*
- B. Recommend for approval Resolution #01-18-2022-I, of the Board of School Directors of the Eastern Lebanon County School District electing to not increase its tax rate above the Act 1 Index of 4.1% for the 2022-2023 fiscal year. (Roll Call Vote, Board Attachment)  
*Background: The District has to either pass a preliminary budget by February 16, 2022, or adopt an “Opt-Out” resolution by January 27, 2022, stating the District will not raise the rate of any tax by more than the adjusted index. There will be budget discussions in Finance Committee on January 13, 2022, and a board budget presentation on January 18, 2022, prior to voting on the resolution.*

### Superintendent’s Report

#### Upcoming Dates/Announcements:

January 12, 2022 – 2-Hour Late Start for Students K-12  
 January 13, 2022, 5:00pm (~~6:00pm~~) – Finance Committee Meeting (correction to time noted)  
 January 17, 2022 – NO School in observance of Martin Luther King, Jr. Day  
 January 18, 2022, 5:00pm – General Services Committee Meeting  
 January 18, 2022, 6:00pm – Regular Board of Education Meeting  
 January 19, 2022 – End of Marking Period #2  
 January 20, 2022, 6:00pm – Curriculum Committee Meeting  
 January 24, 2022 – In-service K-12 (NO school for students)  
 January 31, 2022 - New School Board Members Orientation at IU13  
 February 7, 2022, 6:00pm – Committee-of-the-Whole Board of Education Meeting

- Principal Reports
  - High School, Ms. Haas
    - December was a busy month. Activities taking place:
      - Keystone testing
      - Holiday activities and concerts
      - Lead for Change project completed by Mrs. Holly Hartman’s class with students leading a coin drive throughout the district, raising a total of \$3,829.21.

- CTC applications for next year are now available for sophomore and juniors and are due by March 1, 2022.
- Middle School, Mr. Deane
  - Update given on next round of LinkIt assessments for 6<sup>th</sup> and 7<sup>th</sup> graders.
  - Developing student voice, resulted in a change to cafeteria seating.
- Intermediate School, Dr. Gerhart
  - Reported on several activities:
    - Annual Carol Sing held in December. Kudos to Mr. Swift and Mr. Boyd for organizing the event which has been a tradition and held for decades.
    - Lead for Change coin drive created student ownership and excitement.
- Jackson, Mrs. Hower
  - Holiday coin drive took place led by ELCO High School students was a huge success.
  - Operation Warm-A-Child project held resulted in the donation of gloves, mittens, scarves, and hats to help Lebanon Rescue Mission.
  - Upcoming assembly on January 7, 2022, featuring Jesse Rothacker and his reptile friends.
- Fort Zeller, Mr. Lin
  - Events held in December included three (3) giving missions, demonstrating compassion:
    - Operation Warm-A-Child
    - Holiday coin drive
    - Flash Toy Drive – partnered with Friedrich Insurance in Richland to collect toys for children in Kentucky who lost everything due to tornadoes.

Mrs. Vicente reported on the following items:

- Thank you to the principals for the news shared and the successful coin drive.
- Shared information with the board members regarding COVID-19 guidelines, both current ELCO practices and the new CDC guidelines issued as of December 27, 2021.
- Two questions were posed to the school board regarding the new guidelines set forth by the CDC.
  - Do we follow the new guidelines? And,
  - If we proceed with the new guidelines, do we require or strongly suggest face coverings be worn when the individual returns to school days 6 through 10?
- Discussion occurred with varying opinions.
- The board directed the administration to adopt the revised guidelines per CDC and continue to strongly suggest face coverings be worn when returning to school days 6 through 10.
- Information will be sent to all families and posted on the district website.

#### Public Comments – Items On/Off the Agenda

- Joel Risser, 2 Park View Dr., Myerstown – concerns with Health & Safety Plan and masking with increasing number of COVID cases.
- Nicole Readinger, 124 Oaken Way, Myerstown – possibly offering virtual/online learning when students are absent, allowing students to stay current with assignments.
- Amber Weaver, 327 Texter Mission Rd., Robesonia – asked for clarification of the new guidelines from CDC and parent notifications/communications to be issued by the school district.
- Jessica Wenger, 28 Applecreek Lane, Myerstown – models of teaching during the pandemic, noting the hybrid model was stressful on students, staff, and parents.

#### Board Announcements/Comments

- Ms. Schaeffer – congratulations to Mrs. Lutz and her new position; thank you to Dr. Hovanec and her continued work at the Middle School; Gracie Adams receiving award for gingerbread competition at CTC; 2002 graduate, Josh Harvey honored and credits his work to Mrs. Good, High School teacher.
- Mr. Kahl – gave update on the Ad Hoc Committee created for the purpose of branding and signage of the district. Various logos were reviewed, and samples were displayed. New logos will be used district-wide academically and athletically.
- Mr. Ferrari – commented on the holiday programs that took place in December, were all well done.
- Mrs. Noll – fall play was excellent and appealed to all ages.
- Mr. Ondrusek – issue resulting from the pandemic.

Old Business

- No Old Business was discussed.

New Business

- No New Business was discussed.

Adjournment

On a motion by Mr. Kahl, seconded by Mrs. Noll and approved by a Voice vote, all voting Aye, President Ferrari adjourned the meeting at 7:58pm.

Respectfully submitted,

Gloria J. Hill  
Board Secretary