

EASTERN LEBANON COUNTY SCHOOL DISTRICT
180 ELCO DRIVE, MYERSTOWN, PA 17067

Regular Board of Education Meeting

District Board Room
Hybrid (In-person and via Zoom)

November 20, 2023

5:15 p.m. General Services Committee Meeting

6:00 p.m. Regular Board of Education Meeting

- I. Call to Order
- II. Moment of Silent Meditation
- III. Pledge of Allegiance
- IV. Roll Call
- V. Board President Communications
- VI. Student Council Report – Nicole Books, President
- VII. Students of the Month – presented by Mr. Jonathan Treese
 - A. Middle School Student Television Studio Crew (WEMS)
- VIII. Public Comments – Items On the Agenda
 - 1) Residents and taxpayers may make comments concerning items on the agenda pertaining to Board governance or the operation of the District’s schools.
NOTE: Personnel matters are never discussed at public meetings.
 - 2) Residents and taxpayers desiring consideration of School Board action on a topic not included on the agenda may make a written request to the Superintendent by Thursday, 12:00 noon, prior to the day of the meeting. This is in accordance with Policy 903 in the official policy manual of the School District.
- IX. Presentation
 - 2022-2023 Audit Report, Mr. Jeffrey Kowalczyk – Barbacane, Thornton & Company, LLP
- X. Election of Board Secretary (11-28-2023 – 6-30-2025)
Background: Due to the resignation of the current ELCO School District Board Secretary, a new Board Secretary will be elected to fulfill the remaining time.
- XI. Approval of Minutes (10-16-2023 and 11-06-2023)

XII. Approval of Treasurer's Report (10-31-2023)

XIII. CONSENT ITEMS – Mr. Jack Kahl

No items for discussion.

NON-CONSENT ITEMS FOR APPROVAL

XIV. Personnel Committee – Mrs. Dotty Noll, Chair

- A. Move to accept a “Letter of Resignation” from Nautica Krueger, full-time Paraprofessional, effective and retroactive to November 17, 2023.
- B. Move to accept a “Letter of Retirement” from Scott Laicha, Middle School Math teacher, effective April 1, 2024.
- C. Recommend for approval the following individuals as coaches for the 2023-2024 Winter Sports season as listed (pending receipt of all required documentation, clearances, and disclosures):

Weight Room Monitor

Bob Williams

- D. Move to approve Zach Cook as mentor for Richard Casterline for the 2023-2024 school year, prorated to the number of days worked.
- E. Move to approve the following individuals in extra-curricular positions (pit musicians) for the 2023 Winter Musical as listed (pending receipt of all required documentation, clearances, and disclosures):

Ann Ahlers* needs paperwork	Heidi Eck	Luke Joseph-Lee
Grace Young	Brian Klinger	Ann Kirby
Craig DeVore	Clarence Stine	Wheeler Walker
Kerri Hahn	Michael Stauffer	Steffan Bomberger
Holly Serio	Eric Boyd	Mark Doll

- F. Move to approve the following individual for the ELCO volunteer listing for the 2023-2024 school year, as listed (noting all required documentation, clearances, and trainings are on file):

- Lauren Ebright

- G. Move to approve the revised Act 93 Agreement for the period of July 1, 2024, through June 30, 2029. (Board Attachment).

Background: The agreement was amended to reflect new language regarding the evaluation and performance process.

- H. Move to approve the employment agreement of Darbe DeHaven as Director of Human Resources for the ELCO School District for a four-year term commencing on August 21, 2023 and continuing until June 30, 2027 at a salary of \$116,000, prorated, effective for the 2023-2024 school year. (Board Attachment).

Background: An employment agreement is required for Human Resource Directors, per school code.

XV. General Services Committee, David Ziegler, Chair

- A. Move to approve an annual maintenance agreement from C.H. Reed for the new industrial air compressors at a cost of \$4,533.04 (Board Attachment)
Background: This is for the new addition. The warranty on the equipment requires two lab oil tests a year and this maintenance agreement fulfills those requirements.
- B. Move to approve Change Order #12 to the High School Renovations and Additions Project in the amount of \$48,892.96. (Board Attachment).
Background: This includes contractor change order numbers GC-11 for \$40,595.96 and PC-2 for \$8,297.00. The change order includes additional demo of a storm pipe, science classroom acid line repairs, and classroom soffit infill.

XVI. Finance Committee – Mr. Ray Ondrusek, Chair

- A. Move to approve payment of bills as found listed and attached to the November 20, 2023, Board Agenda for payments made October 2023, in the amounts indicated: (Board Attachment)
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|--|----------------|
| General Fund payments in the amount of | \$3,825,268.72 |
| Cafeteria Fund payments in the amount of | \$284,907.82 |
| Capital Reserve Fund payments in the amount of | \$229,352.77 |
| Debt Service payments in the amount of | \$0.00 |
| Construction Fund payments in the amount of | \$2,153,103.61 |
| Student Activity payments in the amount of | \$17,757.72 |
- B. Move to approve the list of employees authorized to use District issued credit cards. (Board Attachment).
Background: Approval is required for credit card usage per updated Policy 625.
- C. Move to approve Policy Review Services from PSBA at a cost of \$6,900.00. (Board Attachment)
Background: These services include a comprehensive review of all policies in the District's adopted policy manual and is recommended by the Finance Committee for voting consideration.
- D. Move to approve an Interim Business Manager agreement with Pennsylvania Association of School Business Officials (PASBO) to provide an Interim Business Manager at a daily rate of \$945.00 retroactive to November 15, 2023. (Board Attachment)
Background: The consultant will be Curtis O. Richards, who will be on-site for up to three (3) days per week, per the agreement. This agreement was discussed in the November Finance Committee meeting and has full Committee support for voting consideration.
- E. Move to approve a proposal from Edwards Business Systems for a Konica Minolta c4050i scanner at a monthly cost of \$103.82 for 36 months. (Board Attachment)
Background: The equipment will be added to the District copier maintenance contract. This is for scanning HR and District Office records for electronic filing and is recommended by the Finance Committee for voting consideration.
- F. Move to approve the Audit Report for June 30, 2023, prepared by Barbacane, Thornton & Company, LLC. (Board Attachment)
Background: The Audit was presented in Finance Committee Meeting with no negative findings. The Audit Report will be updated as a "final report" after Board approval.
- G. Move to approve an agreement with IU13 for the use of OnBase Document Imaging Software in the amount of \$7,507.50. (Board Attachment).
Background: This is a service agreement with IU13 for a subscription access to OnBase Document Imaging Software License along with file storage space maintained and supported by the IU13 and is recommended by the Finance Committee for voting consideration. The subscription also includes assistance and initial set-up to utilize the software.

XVII. Superintendent's Report

- Directors' Report

Upcoming Dates/Announcements:

December 5, 2023 – 7:00 p.m. – Middle School Holiday Concert

December 7, 2023 – 8:00 p.m. – Intermediate School Holiday Concert

December 15-16, 2023 – 7:00 p.m. – High School Musical – White Christmas

December 22, 2023 – Early Dismissal K-12 students

December 23 – January 1, 2024 – No School for Students (K-12) – Winter Break

XVIII. Public Comments – Items On/Off the Agenda

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XIX. Board Announcements/Comments

XX. Old Business

XXI. New Business

XXII. Adjournment