

**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)**

**July 15, 2024**

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5:00 p.m.                    General Service 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.      Public Comments – Items on the Agenda
  - A.       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.
  - B.       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.
- VII.     Approval of Minutes (06-17-2024)
- VIII.    Approval of Treasurer’s Report (6-30-2024)
- IX.      Personnel Committee – Mr. Howard Kramer, Chairperson
  - A.       Move to accept a “Letter of Resignation” from Lauren Ritchie, District Office Administrative Assistant, effective and retroactive to July 3, 2024.
  - B.       Move to accept a “Letter of Resignation” from Tracey Fisher, full-time Paraprofessional, effective and retroactive to July 7, 2024.
  - C.       Move to accept a “Letter of Resignation” from Jeremy Sweigart, Director of Special Education, effective August 2, 2024.

- D. Move to approve the employment of Elizabeth Porter on a “Temporary Professional Contract” as a 1<sup>st</sup> grade teacher at Jackson Elementary, at a salary of Bachelor’s – Step 1 (\$54,114), effective the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.

*Background: This position is being filled due to a change in employment status.*

- E. Move to grant tenure to the following individual, as listed:

*Background: Per PA School Code 1949 Act 14 – Each board of school directors in all school districts shall hereafter enter into contracts, in writing, with each professional employee initially employed by a school district on or after June 30, 1996, who has satisfactorily completed three (3) years of service in any school district in the Commonwealth.*

Robin Wentzel

- F. Move to approve the following Administrative Mentors for the 2024-2025 school year, as listed:

**Mentor**

Jodi Houck  
Jonathan Treese  
Michael Gerhart  
Elaine Mathias

**Administrator**

Megan Ressler  
Angela Springborn  
Mindy Smith  
Megan Hanichak

- G. Move to approve the following extra-curricular positions and individuals for the 2024-2025 school year, as listed:

Marching Band Director – David Fair  
Assistant Marching Band Director – Craig DeVore  
Band Percussion Instructor – Mark Doll  
Band Percussion Arranger – Mark Doll  
Band Drill Instructor – Melodie Fair  
Band March Instructor – Kaloni Doll  
Musical Director – Melodie Fair

- H. Move to approve the following individuals as coaches for the 2024-2025 Fall Sports Season, as listed (pending receipt of all required documentation, clearances, and disclosures) (Board Attachment).

Girls Soccer	JH Coach	Josh Deck
	Volunteer Coach	Ryelle Shuey

- I. Move to approve the following individual as a coach for the 2024-2025 Winter Sports Season (pending receipt of all required documentation, clearances, and disclosures):

Boys Wrestling	Varsity Head Coach	Matthew Fittery
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- J. Move to approve adding the following individuals to the ELCO volunteer listing for the 2024-2025 school year, as listed, (noting all required documentation, clearances, and trainings are on file):

Bradley Hartman	Vicki Hartman	Nicole Johnson
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X. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve Kim Seyeong as an exchange student through the ICES Exchange Program for the period of August 26, 2024, through June 5, 2025.  
*Background: This motion is in accordance with Policy 239, Foreign Exchange Students.*
- B. Move to approve a trip/travel request from Madison Hetrick and Lucas Sandoe, FFA Advisors, and approximately 10 FFA students, to travel and participate in the Summer Officers Retreat to be held August 21-22, 2024, in Pitman, PA.  
*Background: This is an annual event that has been budgeted.*
- C. Move to approve a trip and travel request from Madison Hetrick, FFA Advisor, chaperone, and approximately 14 FFA students to travel and participate in the National FFA Convention to be held October 22-26, 2024, in Indianapolis, IN.  
*Background: This is an annual budgeted trip providing students with the opportunity to attend leadership workshops, listen to speakers, and attend industry tours.*
- D. Move to approve the annual renewal of Adobe Creative Cloud through GovConnection, Inc. in the amount of \$2,460.00. (Board Attachment).  
*Background: This is an annual subscription of 500 licenses that are used within the High School for a variety of departments including Business Education, Art, and Yearbook. This item has been budgeted.*
- E. Move to approve the annual renewal of ClassLink through ClassLink, Inc., in the amount of \$9,438.72. (Board Attachment).  
*Background: This is an annual subscription providing single sign-on and rostering services for online resources such as digital textbooks and LLIU13 IMS digital services. This item has been budgeted.*
- F. Move to approve the annual renewal of S'more through Fireplace, Inc. in the amount of \$1,890.00. (Board Attachment).  
*Background: This is an annual subscription for online newsletters used by Administrators to communicate news and events to parents and staff. This item has been budgeted.*
- G. Move to approve the annual renewal of Securly Filter and Pass Core through Securly, Inc. in the amount of \$14,149.50. (Board Attachment).  
*Background: This is an annual subscription that provides both web filtering for staff and student iPads as well as digital hall passes for secondary students. This item has been budgeted.*
- H. Move to approve the annual renewal of IXL site licensing through IXL Learning in the amount of \$43,115.00. (Board Attachments).  
*Background: Annual subscription used for ELA, Math, and Science personalized learning, diagnostics, and analytics. This is used by all buildings and all grade levels as well as professional development for staff. This item has been budgeted.*
- I. Move to amend a trip and travel request from Jonathan Bickel, Yearbook advisor, and five (5) students to travel and attend the Walsworth Yearbook Summer Workshop at James Madison University, Harrisonburg, VA, to be held July 14-18, 2024.  
*Background: The start date is now July 14, 2024. The previous motion, which was approved June 17, 2024, stated July 15, 2024 as the start date.*

XI. Policy Ad Hoc Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve Policy 100 – Sex-Based Distinctions in Athletics for first reading. (Board Attachment).  
*Background: This is a new policy being considered for adoption by the school district.*

- B. Move to approve Policy 318 – Attendance and Tardiness for first reading. (Board Attachment).

*Background: This Policy outlines the importance of staff attendance and summarizes handling tardiness. The Policy Committee reviewed Policy 318, and there are no revisions to this Policy.*

- C. Move to approve Policy 334 – Sick Leave for first reading. (Board Attachment).

*Background: This Policy addresses sick leave for employees. The Policy Committee reviewed Policy 334 and recommended the following revisions:*

- *Sick leave for employees may be used for injury or illness of an employee or an employee's immediate family member as defined in the Policy; there will no longer be a delineation between sick leave and family sick leave;*
- *Sick leave of three or more consecutive days requires a doctor's note;*
- *Sick leave may not be used to extend a holiday break, personal day, paid time off, or vacation day without a doctor's note; and*
- *A report will be provided to each District employee regarding any accumulated unused sick leave days.*

- D. Move to approve Policy 336 – Personal Necessity Leave for first reading. (Board Attachment).

*Background: Policy 336 addresses the use of and approval process of Absence Without Pay Days. The Policy Committee reviewed Policy 336 and recommended the following revisions:*

- *The Superintendent may approve up to ten (10) nonconsecutive days of leave without pay; days 11 and beyond will require School Board approval;*
- *The Board shall approve all requests for leave without pay for five (5) or more consecutive days of leave without pay. Requests for personal necessity leaves of absence should be submitted to the Superintendent at least two (2) weeks prior to the regularly scheduled public Board meetings;*
- *Days of leave without pay may only be requested once all other applicable paid accumulated leave has been exhausted; and*
- *Added the wedding day of an employee's immediate family and unavoidable delays in travel beyond the control of the employee as appropriate reasons for personal necessity leave.*

- E. Move to approve Policy 341 – Benefits for Part-Time Employees. (Board Attachment).

*Background: The Policy Committee reviewed Policy 341 and recommended edits, which added a reference to paid time off for part-time employees.*

## XII. General Services Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve a contract with NRG Building Services, Inc., for a period of one-year to begin August 1, 2024, through July 31, 2025, at a cost of \$66,470.00. (Board Attachment).

*Background: This is an annual renewal of the Building Automation System and is a budgeted expense.*

- B. Move to approve the purchase of a Cleveland Steamcraft Gemini Pressureless Steamer from Singer Equipment Company at a cost of \$21,427.60 (Board Attachment).

*Background: This quote is under state contract #4400019499. This purchase will replace the steamer at Fort Zeller; the Food Service fund will be used to cover the cost of the replacement steamer.*

- C. Move to approve the purchase of an electric sign for the ELCO High School new athletic gymnasium entrance from Horst Signs as part of the construction project at a cost of \$15,650.13. (Board Attachment).

*Background: The cost of the sign is included in the high school construction project.*

- D. Move to approve the annual renewal of IU13 Cloud Service through the Lancaster-Lebanon IU13 in the amount of \$10,372.00. (Board Attachment).

*Background: This is an annual subscription that includes hosted directory domain, virtual domain controller at IU13 for redundancy, support for Active Directory/Microsoft services, email archiving, and offsite backup. This item has been budgeted.*

- E. Move to approve the annual renewal of Web Help Desk through Solarwinds in the amount of \$4,410.00. (Board Attachment).  
*Background: This is an annual subscription that includes licensing for the technology help desk ticketing system along with asset tracking services. This item has been budgeted.*
- F. Move to approve the annual renewal of Veeam Backup through GDC IT Solutions in the amount of \$605.90. (Board Attachment).  
*Background: This is an annual subscription for back-up software for virtual servers. This item has been budgeted.*
- G. Move to approve the annual renewal of Mitel Phone Support through SAGE Technology Solutions in the amount of \$12,403.00. (Board Attachment).  
*Background: This is an annual subscription for service and support of our school district phone system, including 91 audits. This item has been budgeted.*

XIII. Finance Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve payment of bills as found listed and attached to the July 15, 2024, Board Agenda for payments made June 2024, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$4,698,963.84
Cafeteria Fund payments in the amount of	\$83,626.21
Capital Reserve Fund payments in the amount of	\$0.00
Debt Service payments in the amount of	\$0.00
Construction Fund payments in the amount of	\$49,672.14
Flex Spending Payments in the amount of:	\$2,206.95
Student Activity payments in the amount of	\$75,703.21

- B. Move to approve an amendment to the agreement with SOS Group of Lancaster, LLC, for Interim Food Service Director consulting services, to be extended through July 31, 2024. (Board Attachment).  
*Background: The agreement with SOS Group of Lancaster, LLC, is being extended to provide no more than five (5) days of consulting services during the transition to our new Food Service Director. The Food Service fund will cover this additional expense.*
- C. Move to approve the Letter of Agreement for Title I Services with IU13 to provide Title I services for students attending non-public schools from August 1, 2024, through June 30, 2027. (Board Attachment).  
*Background: This Letter of Agreement is a recurring Agreement to provide Title I services to non-public students.*
- D. Move to approve a Special Education Contracting Agreement with John Paul II Center for Special Learning for the 2024-2025 school year. (Board Attachment).  
*Background: This is an approval for contracted services for the 2024-2025 school year for two (2) academic placements. Costs have been budgeted.*
- E. Move to approve a Special Education settlement agreement #07-1-24-I.  
*Background: The district has agreed to renew the settlement agreement for the 2024-2025 school year.*
- F. Move to approve a Special Education Contracting Agreement with the Lancaster-Lebanon IU13 for the 2024-2025 school year – Lancaster Consortium – in the amount of \$666,912.59. (Board Attachment).  
*Background: This is an annual approval for contracted services for the 2024-2025 school year and is a budgeted expense.*

- G. Move to approve a Special Education Contracting Agreement with the Lancaster-Lebanon IU13 for the 2024-2025 school - Lebanon Consortium – in the amount of \$425,656.16. (Board Attachment).  
*Background: This is an annual approval for contracted services for the 2024-2025 school year and is a budgeted expense.*
- H. Move to approve a Special Education Contracting Agreement with the IU13 for the 2024-2025 school year – Supplemental Contracts – in the amount of \$337,272.50, which includes Speech and Language Therapy, Occupational and Physical Therapy, Instruction in the Home Services, and Personal Care Assistants (PCA’s) for students attending IU13-operated programming. (Board Attachment).  
*Background: This is an annual approval for contracted services for the 2024-2025 school year and is a budgeted expense.*
- I. Move to approve a contract with Learn By Doing, Inc. in the amount of \$2,181.00, for 140 licenses of Albert for the 2024-2025 school year. (Board Attachment).  
*Background: This is an annual renewal that is budgeted for all students enrolled in Advanced Placement courses. Albert provides practice questions for AP exams and access to other test preparation materials.*
- J. Move to approve a contract with Edpuzzle in the amount of \$2,940.00 for unlimited access to Edpuzzle for the 2024-2025 school year. (Board Attachment).  
*Background: This is an annual renewal that is budgeted to provide unlimited access to Edpuzzle for all High School teachers.*
- K. Move to approve Change Order #21 to the High School Renovation and Additions project in the amount of \$21,295.35. (Board Attachment).  
*Background: Lobar GC-20a is to install steel channels in south wall of gymnasium in the amount of \$12,081.22. Lobar GC-20b is for additional sidewalks, curbs, and ADA ramps in the amount of \$9,214.13.*
- L. Move to approve an agreement with Wellspan Medical Group for sports medicine and physician services at rates listed in the agreement for July 1, 2024, through June 30, 2025. (Board Attachment).  
*Background: This is an annual approval with rates unchanged. Previous agreements were with Schaefferstown Medical Practice, which is now managed by Wellspan Medical Group. Provided services will remain the same.*

XIV. Superintendent’s Report

Upcoming Dates/Announcements:

- August 5, 2024, 6:00 p.m. – Committee-of-the-Whole Board of Education Meeting
- August 15, 2024, 6:00 p.m. – Policy Ad Hoc Committee Meeting
- August 19, 2024, 6:00 p.m. – Regular Board of Education Meeting
- August 22, 2024, 5:30 p.m. - 7:30 p.m. – Back to School Picnic
- August 26, 2024 – First Day of School

XV. Public Comments – Items On/Off the Agenda

- A. Residents and taxpayers may make comments concerning items on the agenda pertaining to Board governance or the operation of the District’s schools.  
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- B. 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.

XVI. Board Announcements/Comments

XVII. Old Business

XVIII. New Business

XIX. Adjournment