

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

Regular Board of Education Meeting  
District Board Room  
Hybrid  
(In-person or via Zoom)

July 15, 2024

The Regular Board of Education Meeting was called to order by President, David Ziegler at 6:01 p.m.

The Eastern Lebanon County School Board met in a Regular Board of Education Session with President Ziegler presiding.

Mr. Ziegler noted the District is audio recording the meeting, which will be posted on the District website. Mr. Ziegler also inquired if anyone in attendance was recording the meeting, no one indicated audio recording.

The Pledge of Allegiance was led by Mrs. Rachel Moyer.

#### Roll Call

Board Secretary, Lori Mosser called the roll. The following members were present: Mrs. Kantner, Mrs. Morrissey, Mrs. Moyer; and Messer's Ferrari Jr., Kahl, Kramer, ~~Ondrussek~~, Santos, and Ziegler. Also in attendance were the following from the administrative team: Mrs. Vicente, ~~Dr. Davis~~, Mrs. DeHaven, Mrs. Mathias, ~~Ms. Haas~~, ~~Mr. Breeden~~, Mr. Treese, Dr. Gerhart, Mrs. Smith, ~~Mrs. Ressler~~, Mrs. Houck, Mrs. Shoemaker, Mr. Sweigart, Mr. Mealy, Mr. Boltz, Mr. Dresch, Mrs. Hanichak; Kevin French, School Solicitor; and faculty/staff and community residents (in-person and via Zoom).

#### Board President Communications

- Welcome to everyone attending.
- General Services Committee met tonight at 5:00 p.m. to discuss updates on the construction project.

#### Written Request to Address the Board

- No written requests

#### Public Comments – Items On the Agenda

- No public comments

#### Approval of Minutes

On a motion by Mr. Ziegler, seconded by Mrs. Kantner and approved by Voice vote, all voting Aye, the Minutes of 06-17-2024 were approved.

#### Approval of Treasurer's Report

On a motion by Mr. Ziegler, seconded by Mr. Kahl and approved by Voice vote, all voting Aye, the Treasurer's Report of 06-30-2024 was approved.

CONSENT ITEMS

Personnel Committee –Mr. Howard Kramer, Chairperson

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

On a motion by Mr. Kramer, seconded by Mr. Ferrari, Jr. and approved by Voice vote, all voting Aye, Personnel Committee Items A-J were approved:

- A. Accepted a “Letter of Resignation” from Lauren Ritchie, District Office Administrative Assistant, effective and retroactive to July 3, 2024.
- B. Accepted a “Letter of Resignation” from Tracey Fisher, full-time Paraprofessional, effective and retroactive to July 7, 2024.
- C. Accepted a “Letter of Resignation” from Jeremy Sweigart, Director of Special Education, effective August 2, 2024.
- D. Approved 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. Granted 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. Approved the following Administrative Mentors for the 2024-2025 school year, as listed:

| <u>Mentor</u>   | <u>Administrator</u> |
|-----------------|----------------------|
| Jodi Houck      | Megan Ressler        |
| Jonathan Treese | Angela Springborn    |
| Michael Gerhart | Mindy Smith          |
| Elaine Mathias  | Megan Hanichak       |

- G. Approved 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. Approved 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. Approved 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

- J. Approved 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

Curriculum Committee – Mrs. Joya Morrissey, Chairperson

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

On a motion by Mrs. Morrissey, seconded by Mrs. Moyer and approved by Voice vote, all voting Aye, Curriculum Committee Items A-I were approved:

- A. Approve Kim Seyeong as an exchange student through the ICES Exchange Program for the period of August 26, 2024, through June 5, 2025.  
*Background: Motion is in accordance with Policy 239, Foreign Exchange Students.*
- B. 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. 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. 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. 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. 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. 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. 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. Amended 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.*

Policy Ad Hoc Committee – Mrs. Rachel Moyer, Chairperson

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

On a motion by Mrs. Moyer, seconded by Mrs. Kantner and approved by Voice vote, all voting Aye, Policy Ad Hoc Committee Items A-E were approved:

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

General Services Committee – Mr. Jack Kahl, Chairperson

Item C was requested to be separated from the overall vote.

On a motion by Mr. Kahl, seconded by Mr. Kramer and approved by Voice vote, all voting Aye, General Service Items A,B and D-G, were approved:

- A. Approved 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. Approved 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.*
- C. Approved 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: Costs of the sign are included in the construction project.*
- D. Approved 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. Approved 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. Approved 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. Approved 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 911 audits. This item has been budgeted.*

A motion was made by Mr. Kahl on General Services Item C and seconded by Mr. Kramer.

Discussion took place.

Mr. Ferrari made a motion to Table Item C, seconded by Mrs. Moyer and approved by Roll Call the motion to Table Item C passed.

Mr. Kahl – Nay  
 Mrs. Kantner – Aye  
 Mrs. Morrissey – Aye  
 Mr. Santos – Nay  
 Mr. Kramer – Nay  
 Mr. Ferrari – Aye  
 Mrs. Moyer – Aye  
 Mr. Ziegler – Aye  
 Mr. Ondrusek -Absent

- C. Tabled 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: Costs of the sign are included in the construction project.

Finance Committee – Mr. Jack Kahl, Chairperson

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

On a motion by Mr. Kahl, seconded by Mr. Santos and approved by Voice vote, all voting Aye, Finance Items A-L, were approved:

- A. Approved 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. Approved 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. Approved 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: A recurring agreement to provide Title I services to non-public students.
- D. Approved 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.
- E. Approved 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. Approved 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. Approved a Special Education Contracting Agreement with the Lancaster-Lebanon IU13 for the 2024-2025 school year - 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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 remain the same.*

### Superintendent's Report

Mrs. Vicente shared the following:

- Morgan Shanaman has been named to the AP All-State 4A Baseball team.
- Camden Marquette has been named as one of three finalists for the LNP Male Athlete of the Year.
- ELCO wrestlers Kylee Trostle, Klint Miller and Kyle Miller are competing at the 2024 US Marine Corps Junior 16U in Fargo, North Dakota.
- Football home opener vs. Conrad Weiser on August 29 will be live streamed on Eastern PA Football.com.
- Back to School Picnic is scheduled on August 22 from 5:30 p.m. – 7:30 p.m. at the Middle School.
- Special thanks and recognition to the following staff:
  - \*Buildings and Grounds team for moving forward with summer cleaning in this very hot weather.
  - \*Teachers and Support staff involved in ELCO+, SPA, and ESY. Thank you for working with our students.
  - \*Cafeteria Staff for preparing meals for our summer school students.
  - \*Administration team for supporting professional development and working towards the opening of our buildings for the new school year.
  - \*Tech team with the help of paras for prepping ipads and laptops for the new school year.
  - \*12-month staff for prepping for the new school year, registering students, and keeping up with daily summer routines.

Upcoming Dates/Announcements:

August 5, 2024, 6:00 p.m. – Committee-of-the-Whole Board of Education Meeting  
August 14, 2024, 5:00 p.m. – Finance/General Services Committee Meeting  
August 15, 2024, 5:30 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

Public Comments – Items On/Off the Agenda

- Jessica Hoffert – Commented on new Policy 100 and asked how it would differ from the policies PIAA already has in place.

Board Announcements/Comments

- Mr. Ferrari welcomed the new administrators in attendance. He spoke of the planetarium tour which took place earlier today and how wonderful it was.
- Mr. Ziegler thanked all board members for their comments tonight regarding the construction project.

Old Business

- No Old Business was discussed.

New Business

- No New Business was discussed.

Adjournment

On a motion by Mrs. Moyer, seconded by Mr. Santos and approved by Voice vote, all voting Aye, President Ziegler adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Lori Mosser  
Board Secretary