

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

**Regular Board of Education Voting Meeting**

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

**January 21, 2025**

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6:00 p.m. Regular Board of Education Voting 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. Student Recognition
  - A. RaiderTHON Students – Ms. Jennifer Haas, Principal High School
- VIII. Board Committee and Rep Reports
  - Policy Committee
  - General Services Committee
  - Finance Committee
  - Curriculum Committee
  - Personnel Committee
  - IU13 Rep Report
  - PSBA Report
  - CTC Rep Report
  - Lebanon County Tax Collection Committee Rep Report
  - ELCO Education Foundation
- IX. 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.
- X. Approval of Minutes (11-18-2024 and 12-02-2024)
- XI. Approval of Treasurer's Reports (11-30-2024 and 12-31-2024)

ACTION ITEMS FOR APPROVAL

- XII. Personnel Committee – Mrs. Joya Morrissey, Chairperson
  - A. Move to approve the employment of Caitlin Lucas, full-time Specialized Paraprofessional (subject to assignment) at an hourly rate of \$16.57, 7.5 hours/day (10-month position), start date retroactive to January 13, 2025.  
*Background: This position is being filled due to a resignation.*
  - B. Move to approve the employment of Tim Titlow, full-time Custodian (subject to assignment), at an hourly rate of \$15.50, 7.5 hours/day (12-month position), start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
  - C. Move to approve the employment of George Adamson, full-time Custodian (subject to assignment), at an hourly rate of \$15.88, 7.5 hours/day (12-month position), start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to an internal transfer.*
  - D. Move to approve the employment of Mitchell Gray on a “Temporary Professional Contract” as a Middle School Health and Physical Education teacher at a salary of Bachelor’s – Step 1 (\$54,114), start date retroactive to January 21, 2025.  
*Background: This position is being filled due to a retirement.*
  - E. Move to approve the employment of Kirsten Hurley on a “Professional Contract” as a School Psychologist, at a salary of Master’s + 15 – Step 16 (\$82,741), start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
  - F. Move to accept a “Letter of Retirement” from Michelle Dubble, Administrative Assistant to the Director of Special Education and Pupil Services, effective January 31, 2025.
  - G. Move to accept a “Letter of Resignation” from Mara Borrer, full-time Specialized Paraprofessional, effective and retroactive to December 31, 2024.
  - H. Move to approve the request of Susan Gingrich, 4<sup>th</sup> grade Intermediate School ELA teacher, for a full-year sabbatical to occur during the 2025-2026 school year.
  - I. Move to approve the request of Allison Clark, Intermediate School Learning Support teacher, for a full-year sabbatical to occur during the 2025-2026 school year.

- J. Move to approve the administrative transfer of Mary Heckathorn *from* full-time Head High School Food Service Manager *to* full-time Middle School Food Service worker, effective and retroactive to January 6, 2025, with no change in rate of pay.
- K. Move to approve the administrative transfer of Alondra Plasterer *from* full-time High School Food Service worker *to* Interim Head High School Food Service Manager, effective and retroactive to January 6, 2025, at an hourly rate of \$18.49, which reflects a \$2.00 differential. This rate of pay will be applicable during this temporary assignment.
- L. Move to approve a change in the employment status of Kathryn Mazurek *from* a Day-to-Day substitute *to* a Long-Term Intermediate School Music teacher on a “Letter of Temporary Employment” at a salary of Bachelor’s – Step 1 (\$54,114), effective and retroactive to August 26, 2024.  
*Background: This position was initially designated as a day-to-day substitute but will now be reclassified as a long-term substitute for a teacher on leave.*
- M. Move to approve the employment of Valerie Musser on a “Professional Contract” as a High School Business/Computer and Information Technology teacher at a salary of Master’s – Step 14 (\$76,225), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a retirement.*
- N. Move to approve the employment of Natasha Fields, full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$15.01, 7.5 hours/day (10-month position), start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- O. Move to accept a “Letter of Retirement” from LeeBeth Cranmer, Middle School Language Arts teacher, effective the last teacher day of the 2024-2025 school year.
- P. Move to approve a non-precedent setting stipend to Zachary Cook, High School Social Studies teacher, in the amount of \$2,415.00 for unanticipated work during the period of August 26, 2024, through November 19, 2024.  
*Background: The additional work was due to a teacher on leave.*
- Q. Move to approve adding the following individual to the ELCO sub list for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.

Kevin Bixby – Substitute Teacher  
Destiny Bashore – Substitute Nurse

- R. 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):

Amanda Daly	Oliver Denlinger	Lindsey Dimond
Melissa Dulabohn	Bethany Getway	Stephanie Houtz
Katie Hummel	Michele Kurtz	Lisa Newswanger
Andrew Raub	Stefanie Sanders	Amanda Strine
Jazmin Yiengst	Jessica Kline	Chelsea Lutz
Sarah Sechrist	Thomas Furlow	

- S. Move to approve the following individuals as coaches for the 2025 Spring Sports season, as listed: (pending receipt of all required documentation, clearances, and disclosures.)

Boy's Baseball Coaches	Head Varsity Coach Asst. Coach JV Coach Volunteer Coaches	Bradley Kreiser Derek Fulk Zachary Stuart Brian McDonnell, Travis Bicher, Lyle Krall, John Mentzer, Corey Shaud, Lance Rhodes
Girl's Softball Coaches	Head Varsity Coach Asst. Coach JV Coach Volunteer Coaches	Cory Derr Randy Derr, Sr. Bill Barshinger Kim Eshleman, Troy Hassler, Alyssa Derr
Track & Field Coaches	Head Varsity Coach Asst. Coaches  Volunteer Coaches	Bob Miller Holly Hartman, Earl Thomas, Jr., Michael Harnish, Wyatt Hall Warren Zimmerman Jackie Bender, Blaine Troutman, Ben Horst, Emilee Gettle
Boy's Tennis	Head Varsity Coach Volunteer Coach	Chris Goyrke Catherine Shaak
Unified Sports	Head Coach Volunteer Coaches	Megan Worley Melanie Haas, Melanie Kauffman, Chad Miller, Brett Lovell, Christine Bogner, Ann Leaman

XIII. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve the ELCO High School Educational Planning Guide for the 2025-2026 school year (Board Attachment).  
*Background: The Educational Planning Guide was presented at the Curriculum Committee meeting on January 9, 2025. The Guide provides information for parents and students regarding graduation requirements, career pathways, and course offerings for next school year.*
- B. Move to approve a trip and travel request from David Fair, High School Band Director, chaperone, and approximately 6 students to travel and participate in the District 7 Band Festival to be held January 24-25, 2025, at Cedar Cliff High School.  
*Background: This is an annual event attended by qualifying students; costs are budgeted.*
- C. Move to approve a trip and travel request from David Fair, High School Band Director, chaperone, and one student to travel and participate in the All-Eastern Chorus Festival and Conference to be held April 24-27, 2025, at the Connecticut Convention Center, Hartford, CT.  
*Background: This is an annual event attended by qualifying students; costs are budgeted.*
- D. Move to approve a trip and travel request from Megan Hanichak, Assistant Business Manager, to travel and attend the PASBO Annual Conference to be held on March 11-14, 2025, at the Hershey Lodge, Hershey, PA.  
*Background: This is an annual conference. This trip has been budgeted.*

- E. Move to approve a trip and travel request from Mike Harnish, Indoor Track Head Coach, chaperones, and approximately 10 students to travel and participate in the Ocean Breeze Indoor Track and Field Invitational to be held February 14, 2025, at the Ocean Breeze Athletic Complex in Staten Island, NY.  
*Background: This trip has been budgeted.*
- F. Move to approve a trip and travel request from Matt Fittery, Head Varsity Wrestling Coach, chaperone, and approximately 13 students to attend and participate in the District III, 3A Wrestling Championships to be held February 21-22, 2025, at Spring Grove High School, York, PA.  
*Background: This is an annual event attended by qualifying students; costs are budgeted.*
- G. Move to approve a trip and travel request from Matt Fittery, Head Varsity Wrestling Coach, chaperone, and approximately 13 students to attend and participate in the PIAA State Wrestling Championships to be held March 6-8, 2025, at Hershey Giant Center, Hershey, PA.  
*Background: This is an annual event attended by qualifying students; costs are budgeted.*

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

- A. Move to approve Policy 301 – Creating a Position for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- B. Move to approve Policy 302 – Employment of Superintendent/Assistant Superintendent for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Changes were made in the policy to reflect changes to PA School Code and to remove redundancy of language.*
- C. Move to approve Policy 304 – Employment of District Staff for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Minor revisions were made, for clarity, on the location of documentation to register certification changes and course credits.*
- D. Move to approve Policy 305 – Employment of Substitutes for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Minor language changes were made to the policy to remove redundancy. Language was added requiring a written statement to be provided to substitutes regarding their pay rate and assignment.*
- E. Move to approve Policy 306 – Employment of Summer School Staff for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There were no language revisions; the review date will change.*
- F. Move to approve Policy 307 – Student Teachers/Interns for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. The title of the policy was changed from “Student Professionals” to “Student Teachers/Interns” to reflect changes to the PA School Code allowing student interns. References to interns were also added throughout the policy. There were no other language revisions to this policy.*
- G. Move to approve Policy 308 – Employment Contract/Board Resolution for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. A definition of “resignation” was added to the policy for clarity. Revisions were added to permit the Superintendent to accept a resignation prior to acceptance by the board. Changes were made to the timelines to submit a resignation notice to align with PA School Code.*
- H. Move to approve Policy 309 – Assignment and Transfer for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Language was added about requiring notification of professional employees about their assignments according to the Collective Bargaining Agreement.*

- I. Move to approve Policy 309.1 – Telework for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There were no language revisions; the review date will change.*
- J. Move to approve the retirement of Policy 310 – Abolishing a Position for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. The content of this policy is fully covered in Policy 311 – Reduction of Staff. PSBA recommends retiring this policy.*
- K. Move to approve Policy 311 – Reduction of Staff for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. The initial policy note that aligned with Act 55 of 2017 and Act 55 of 2018 was removed. The CBA for professional employees was renewed in 2023, and the note is no longer necessary.*
- L. Move to approve Policy 312 – Performance Assessment of Superintendent/Assistant Superintendent for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- M. Move to approve Policy 313 – Evaluation of Employees for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Employee handbooks were added to the list of criteria used to evaluate employees.*
- N. Move to approve Policy 314 – Physical Examination for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- O. Move to approve Policy 314.1 – HIV Infection for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- P. Move to approve Policy 317 – Conduct/Disciplinary Procedures for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- Q. Move to approve Policy 318 – Attendance and Tardiness for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There are no language revisions; the review date will change.*
- R. Move to approve Policy 319 – Outside Activities for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Revisions were made to remove language that is better addressed in Policy 320 and Policy 321.*
- S. Move to approve Policy 320 – Freedom of Speech in Nonschool Settings for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Minor revisions were made to improve clarity of the policy.*
- T. Move to approve Policy 321 – Political Activities for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Some of the guidelines were removed on the recommendation from PSBA.*
- U. Move to approve Policy 322 – Gifts for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Language was added stating the Superintendent or designee will report “acts of generosity” to the board on a timely basis.*
- V. Move to approve Policy 323 – Tobacco and Vaping Products for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Revisions were made to remove the brand name of vaping products and to update the language for incident reporting to align with P.A School Code.*
- W. Move to approve Policy 324- Personnel Files for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. There were no language revisions; the review date will change.*

- X. Move to approve Policy 202 – Eligibility of Nonresident Students for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Revisions were made under the Authority section to the policy that provide clarity in the rights of a parent/guardian to a hearing.*
- Y. Move to approve Policy 220 – Student Expression/Dissemination of Materials for first reading. (Board Attachment)  
*Background: This policy was reviewed by the committee. Revisions were made to align the policy with the attachment which outline the procedures for the submission and review of materials.*
- Z. Move to approve the following policies (revised/reviewed/and/or new) for the 2<sup>nd</sup> reading, as listed: (Board Attachment)
  - 1. Policy 005 Organization
  - 2. Policy 006 Meetings
  - 3. Policy 203 Immunizations and Communicable Diseases
  - 4. Policy 203.1 HIV Infection
  - 5. Policy 209 Health Examinations/Screenings
  - 6. Policy 235.1 Surveys
  - 7. Policy 236 Student Assistance Program
  - 8. Policy 236.1 Threat Assessment
  - 9. Policy 239 Foreign Exchange Students
  - 10. Policy 246 School Wellness
  - 11. Policy 247 Hazing
  - 12. Policy 249 Bullying/Cyberbullying
  - 13. Policy 250 Student Recruitment
  - 14. Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability
  - 15. Policy 252 Dating Violence
  - 16. Policy 254 Educational Opportunity for Military Children

XVI. Finance Committee – Mr. Ray Ondrusek, Chairperson

- A. Move to approve payment of bills as found listed and attached to the January 21, 2025, Board Agenda for payments made November 2024, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$2,629,550.48
Cafeteria Fund payments in the amount of	\$215,665.10
Capital Reserve Fund payments in the amount of	\$207,707.72
Debt Service payments in the amount of	\$2,750,721.88
Construction Fund payments in the amount of	\$1,179,872.04
Flex Spending payments in the amount of	\$562.26
Student Activity payments in the amount of	\$25,207.37

- B. Move to approve payment of bills as found listed and attached to the January 21, 2025, Board Agenda for payments made December 2024, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$2,172,013.32
Cafeteria Fund payments in the amount of	\$196,720.50
Capital Reserve Fund payments in the amount of	\$27,515.16
Debt Service payments in the amount of	\$0.00
Construction Fund payments in the amount of	\$1,337,300.49
Flex Spending payments in the amount of	\$555.78
Student Activity payments in the amount of	\$21,324.52

- C. Move to approve a contract with Kenmark, Inc., for backdrops for the High School Spring musical in the amount of \$4,617.00 (Board Attachment).  
*Background: This is a budgeted cost for rental equipment used for the musical.*
- D. Move to approve Change Order #30 to the High School Renovation and Additions project in the amount of \$14,602.94 with the District's responsibility totaling \$1,980.22 (Board Attachment).  
*Background: This is for two change orders as follows: Lobar GC-28 at a cost of \$7,920.87 to furnish and install new LVT flooring and Cover Base in Room 418 due to damage that occurred during construction. The cost of \$7,920.87 will be split four ways with ELCO School District responsible for 25% of the cost equaling \$1,980.22. Lobar GC-29 is at a cost of \$6,682.07 to regrade existing sidewalks and curbs at the District Administrative Office. The cost of \$6,682.07 will be reimbursed 100% by Civil Engineers, with a net zero cost to ELCO School District.*
- E. Move to approve Change Order #31 to the High School Renovation and Additions project in the amount of \$11,598.16 (Board Attachment).  
*Background: Lobar GC-30 covers costs to frame and hang drywall in the new gym lobby where the original trophy cases were located. The drywall was not included in the original architectural drawings.*

XVII. Superintendent's Report

- Principal Reports
- Directors Reports

Upcoming Dates/Announcements:

- January 21, 2025 – 2 Hour Late Start for students K-12
- February 4, 2025 – 5:30 p.m. – Policy Committee Meeting
- February 5, 2025 – 5:00 p.m. – General Services Committee Meeting
- February 5, 2025 – 5:45 p.m. – Finance Committee Meeting
- February 6, 2025 – 5:00 p.m. – Curriculum Committee Meeting
- February 6, 2025 – 6:00 p.m. – Personnel Committee Meeting
- February 14, 2025 – Early Dismissal – Grades K-5 – Parent-Teacher Conferences
- February 17, 2025 – NO SCHOOL in observance of President's Day
- February 18, 2025 – 6:00 p.m. – Regular Board of Education Voting Meeting

XVIII. 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.  
**NOTE:** Personnel matters are never discussed at public meetings
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XIX. Board Announcements/Comments

XX. Old Business

XXI. New Business

XXII. Adjournment