

**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)**

**February 18, 2025**

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5:00 p.m. Finance Committee Meeting

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

- Middle School Music Students – Presented by Mr. Craig DeVore

VIII. Presentation

- Preliminary 2025-2026 Budget Presentation – Mrs. Elaine Mathias

IX. Board Committee and Rep Reports

- Policy Committee
- General Services Committee
- Finance Committee
- Curriculum Committee
- Personnel Committee
- IU13 Rep Report
- PSBA Report
- CTC Report
- Lebanon County Tax Collection Committee Rep Report
- ELCO Education Foundation

X. 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.

XI. Approval of Minutes from 01-21-2025

XII. Approval of Treasurer’s Report from 01-31-2025

**ACTION ITEMS FOR APPROVAL**

XIII. Personnel Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve a four-year contract renewal of Dr. Barbara Davis as Assistant Superintendent of the ELCO School District, effective July 1, 2025, to June 30, 2029. (Board Attachment)

- B. Move to approve the employment of Alexis Burkholder, as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$15.01, 7.5 hours/day (10-month position), start date effective and retroactive to February 5, 2025.

*Background: This position is being filled due to a resignation.*

- C. Move to approve the employment of Morgan Petersen as a Secondary Music teacher on a “Temporary Professional Contract” at a salary of Bachelor’s – Step 1 (\$54,114), effective start date on or about February 19, 2025.

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

- D. Move to approve Holly Hartman as Department Chair for the Business Department for the 2024-2025 school year, prorated to the number of days worked.

*Background: This position is being filled due to a retirement.*

- E. Move to accept the resignation from Rebecca Zimmerman, High School Learning Support teacher, effective March 28, 2025.

- F. Move to accept the resignation from Jamie Cascarino, Head Varsity Boys’ Soccer Coach, effective and retroactive to February 3, 2025.

- G. Move to approve the official start date of Kirsten Hurley, Secondary School Psychologist, effective March 18, 2025.

*Background: This School Psychologist was approved January 21, 2025, with a TBD start date with the district.*

- H. Move to approve the official start date of Valerie Musser, High School Business/Computer and Information Technology teacher, effective March 24, 2025.

*Background: This teacher was approved January 21, 2025, with a TBD start date with the district.*

- I. Move to approve the official start date of Melodie Fair, High School Dean of Students, effective February 24, 2025.  
*Background: This Dean of Students position was approved November 18, 2024, with a TBD start date with the district.*
- J. Move to approve the official start date of Tim Titlow, full-time Custodian, effective and retroactive to January 27, 2025.  
*Background: This custodian was approved January 21, 2025, with a TBD start date with the district.*
- K. Move to amend an increase in hours for Tim Titlow, full-time Custodian from 7.5 hours/day to 8.0 hours/day, effective and retroactive to January 27, 2025.  
*Background: Mr. Titlow's position was originally approved for 7.5 hours; it should have been for 8.0 hours. This motion corrects the oversight.*
- L. Move to approve the official start date of George Adamson, full-time Custodian, effective and retroactive to February 3, 2025.  
*Background: This custodian was approved January 21, 2025, with a TBD start date with the district.*
- M. Move to amend an increase in hours for George Adamson, full-time Custodian, from 7.5/hours/day to 8.0 hours/day, effective and retroactive to February 3, 2025.  
*Background: Mr. Adamson's position was originally approved for 7.5 hours; it should have been for 8.0 hours. This motion corrects that oversight.*
- N. Move to approve the employment of Rebecca Glenn, as a part-time Food Service worker (subject to assignment), at an hourly rate of \$14.49, 5.0 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 approve the following individuals in an extra-curricular position for the High School musical.

Deacon Shearer - Pit Musician  
Alex Fair – Pit Musician

- P. Move to approve adding the following coaches to the 2025 Spring Sports season (pending receipt of all required documentation, clearances, and disclosures.)

Weight Room Monitor	Robert Williams
Volunteer Softball Coach	Darian Reichard
Volunteer Tennis Coach	Malachi Bomgardner
Volunteer Unified Track & Field	Danelle Burkholder
	Wanda Kulp

- Q. Move to approve the following individual as a coach for the 2025-2026 Fall Sports season.

Girls' Volleyball	Head Varsity Coach	Wesley Harpold
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- 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:

Trey Collar	Daniel Long	Rick McFeaters
Michael Owens	Amanda Tresselt	Scott Johnson
David Woolf		

- A. Move to approve the 2025-2026 District Calendar. (Board Attachment)  
*Background: The calendar was reviewed by the Curriculum Committee and reflects a calendar similar to the 2024-2025 District Calendar.*
- B. Move to approve the Dual Credit Affiliation Agreement between the ELCO School District and The Pennsylvania State University Berks Campus. (Board Attachment)  
*Background: This agreement will enable high school students to take courses for dual enrollment credit through Penn State Berks. This agreement was supported by the Curriculum Committee.*
- C. Move to approve an addendum to the Dual credit Affiliation Agreement between ELCO School District and The Pennsylvania State University Berks Campus. (Board Attachment)  
*Background: This agreement will create the opportunity for college in high school courses to be offered. ELCO teachers will be able to be approved by Penn State as teachers and students will receive college credit for classes taken in the high school. This agreement was supported by the Curriculum Committee.*
- D. Move to approve a trip and travel request from Holly Hartman and Michael Harnish, Indoor Track Coaches, and approximately three (3) students to attend and participate in the Indoor Track & Field State Championships to be held March 1-2, 2025, at the Multi-Sport Facility, State College, PA.  
*Background: This is a budgeted trip, pending qualifying athletes.*
- E. Move to approve a trip and travel request from Madison Balthaser, High School Ag teacher, chaperone, and approximately seven (7) students to travel and participate in the SLLC (State Legislative Leadership Conference) to be held March 23-25, 2025, at the Sheraton Harrisburg, Harrisburg, PA.  
*Background: This is an annual trip to provide students with the opportunity to practice parliamentary law, attend workshops, meet state legislators, and complete community service. This trip is budgeted.*
- F. Move to approve a trip and travel request from David Fair, High School Band Director, chaperone, and approximately three (3) students, to travel and participate in the PMEA Region 5 Chorus Festival to be held March 20-22, 2025, at Northeast Middle School, Bethlehem, PA.  
*Background: This is an annual event, pending qualifying students. This trip is budgeted.*
- G. Move to approve a trip and travel request from David Fair, High School Band Director, chaperone, and approximately three (3) students, to travel and participate in the PMEA All-State Chorus Festival to be held April 9-12, 2025, at the Kalahari Resorts, Pocono Manor, PA.  
*Background: This is an annual event, pending qualifying students. This trip is budgeted.*
- H. Move to approve a trip and travel request from David Ludwig, Food Service Director, to travel and attend the SNAPA (School Nutrition Association of Pennsylvania) Annual Directors Workshop to be held March 17-18, 2025, at Seven Springs, Champion, PA.  
*Background: This workshop is budgeted.*
- I. Move to approve a trip and travel request from Wyatt Hall, Technology Education teacher, chaperone, and approximately nine (9) students to travel and participate in the TSA State Conference to be held April 23-25, 2025, at the Seven Springs Mountain Resort, Seven Springs, PA.  
*Background: This conference will provide students the opportunity to compete in various STEM related activities such as Book Design, Video Game Design, and Problem Solving. The students will be competing with other students from across the state to earn the opportunity to compete at the National level in June. This trip has been budgeted.*

- J. Move to approve a trip and travel request from Adam Zurick, Athletic Trainer, to travel and attend the NATA (National Athletic Trainers Association) Clinical Symposia and Athletic Trainer Expo to be held June 24-27, 2025, at the Orange County Convention Center, Orlando, FL.

*Background: This conference is budgeted. The estimated cost for this trip and travel expense is \$795.00.*

- K. Move to approve a contract with Phoenix Learning Solutions for \$1,095.00 for PS Vault Online Document Server. (Board Attachment)

*Background: This is an annual renewal that is budgeted. Included in this agreement is licensing for a document server license within PowerSchool to post online report cards for parents, IEPs for teachers, and other student documentation.*

- L. Move to approve a contract with Lightspeed Systems for \$9,039.00 for Digital Insight subscription. (Board Attachment)

*Background: This is an annual renewal that is budgeted. This will allow us the ability to evaluate digital resources used throughout the school year and then publish a list of the district approved resources for parents.*

#### XIV. Policy Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve Policy 325 – Dress and Grooming for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. Minor language change to permit staff to wear jeans every Friday on Casual Dress Days during the school year; Dress code requirements for staff maintained in the policy.*

- B. Move to approve Policy 326 – Complaint Process for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.*

- C. Move to approve Policy 328 – Compensation Plans/Salary Schedules for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.*

- D. Move to approve Policy 330 – Overtime for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. Minor revisions to language to increase clarity.*

- E. Move to approve Policy 331 – Job Related Expenses for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. Minor revisions to language to increase clarity; added language on use of personal vehicle requires liability insurance to be provided by the employee.*

- F. Move to approve Policy 332 – Working Periods for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. There are no revisions to policy; the review date will change.*

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

*Background: The policy was reviewed by committee. Minor revisions to language to increase clarity.*

- H. Move to approve Policy 335 – Family and Medical Leaves for first reading. (Board Attachment)

*Background: The policy was reviewed by committee. There are no revisions to policy; the review date will change.*

- I. Move to approve Policy 336 – Personal Necessity Leave for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Policy 336 addresses leave days **with** pay; revisions clarify leave with pay consistent with compensation plan, employment contract, bargaining agreement or Board resolution. Language referring to leave days without pay was removed and added to Policy 339.*
- J. Move to approve Policy 337 – Vacation for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Minor revisions clarify that vacation requests should be submitted to the appropriate person, vacations will be scheduled to avoid disrupting school operations, all requests are subject to Superintendent approval.*
- K. Move to approve Policy 338 – Sabbatical Leave for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There were no revisions to policy; the review date will change.*
- L. Move to approve Policy 339 – Uncompensated Leave for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Policy 339 covers leave days without pay. Revisions include incorporating language from Policy 336, improving clarity, and addressing uncompensated leave from employees elected as PA County officials, in accordance with School Code.*
- M. Move to approve Policy 340 – Responsibility of Student Welfare for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There were no revisions to policy; the review date will change.*
- N. Move to approve Policy 341 – Benefits for Part-Time Employees for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Minor revisions to language to increase clarity.*
- O. Move to approve Policy 342 – Jury Duty for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Minor revisions were made to language regarding notification of jury duty service.*
- P. Move to approve Policy 343 – Paid Holidays for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Minor revisions were made to the language to reflect holidays established according to the calendar adopted annually by the Board.*
- Q. Move to approve Policy 347 – Worker’s Compensation Transitional Return-to-Work Program for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There were no revisions to policy; the review date will change.*
- R. Move to approve Policy 351 – Controlled Substance Abuse for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. Revisions include a new policy title, updated language to reflect Pennsylvania’s Controlled Substance Abuse Act, clearer termination guidelines for controlled substance convictions, replacement of “local police department” with “law enforcement agency” and revised incident reporting to align with School Code requirements.*
- S. Move to retire Policy 360 – Driver History Records Policy for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. The policy is recommended for retirement as language on employee’s motor vehicles and driver history records is now addressed in Policy 810 School Vehicle Drivers.*

T. Move to approve the following policies (revised/reviewed/and/or new) for 2<sup>nd</sup> reading, as listed: (Board Attachment)

1. Policy 301 Creating a Position
2. Policy 302 Employment of Superintendent/Assistant Superintendent
3. Policy 304 Employment of District Staff
4. Policy 305 Employment of Substitutes
5. Policy 306 Employment of Summer School Staff
6. Policy 307 Student Teachers/Interns
7. Policy 308 Employment Contract/Board Resolution
8. Policy 309 Assignment and Transfer
9. Policy 309.1 Telework
10. Policy 310 Abolishing a Position
11. Policy 311 Reduction of Staff
12. Policy 312 Performance Assessment of Superintendent/Assistant Superintendent
13. Policy 313 Evaluation of Employees
14. Policy 314 Physical Examination
15. Policy 314.1 HIV Infection
16. Policy 317 Conduct/Disciplinary Procedures
17. Policy 318 Attendance and Tardiness
18. Policy 319 Outside Activities
19. Policy 320 Freedom of Speech in Nonschool Settings
20. Policy 321 Political Activities
21. Policy 322 Gifts
22. Policy 323 Tobacco and Vaping Products
23. Policy 324 Personnel Files
24. Policy 202 Eligibility of Nonresident Students
25. Policy 220 Student Expression/Dissemination of Materials

XV. General Services Committee – Mr. JP Santos, Chairperson

- A. Move to approve the Preventative Maintenance agreement for the High School Shop air compressor systems with C.H. Reed at a cost of \$5,233.00. (Board Attachment)  
*Background: This annual agreement is effective and retroactive from December 2024 through December 2025. The costs have been budgeted.*
- B. Move to approve a proposal from Maiden USA in the amount of \$10,908.70 to make necessary safety repairs to the Middle School bleacher seating and the south basketball backboard hoist. (Board Attachment)  
*Background: The bleacher seats are in disrepair and need to be replaced in sections. The basketball hoist limit switch is damaged and needs to be replaced to avoid further damage.*
- C. Move to approve a proposal from Houck Services, Inc., to add wood blockings to the roof edge of the High School weight room roof at a cost of \$17,330.00. (Board Attachment)  
*Background: The roof edge needs an additional 2x12 wood blocking for Houck Services to attach the roof edge flashing to the building.*
- D. Move to award an agreement with ePlus Technology at a cost of \$13,477.38 to upgrade network battery backup systems within all buildings. The purchase of equipment will be made in July 2026. (Board Attachment)  
*Background: The purchase is part of the federal E-Rate program, a bid process that includes 70% reimbursement of funds to the district upon approval. The district is still eligible to receive reimbursement on projects totaling a cost of up to \$114,000 in funding year 2025 and has until July 2026 to purchase the equipment.*

- E. Move to award an agreement with ePlus Technology at a cost of \$103,528.71 to upgrade network access points at the Intermediate School, Fort Zeller, and Jackson Elementary. Purchase of equipment will be made in July 2026.  
*Background: This purchase is part of the Federal E-Rate program, a bid process that includes 70% reimbursement of funds back to the district upon approval. The district is still eligible to receive reimbursement on projects totaling a cost of up to \$114,000 in funding year 2025 and has until July 2026 to purchase equipment.*
- F. Move to approve the ELCO Barn Project with the understanding that the costs will be funded through donations, fundraising, community contributions, and grants, if applicable.  
*Background: Last spring, the ELCO Agriculture Occupational Advisory Committee approved the Barn Project. Since then, ELCO FFA students have been collaborating with the Lebanon Valley Chamber of Commerce to develop a Barn Project pitch aimed at raising funds for the barn, which will be presented to business donors and the ELCO community later in 2025.*

XVI. Finance Committee – Mr. Ray Ondrusek, Chairperson

- A. Move to approve payment of bills as found listed and attached to the February 18, 2025, Board Agenda for payments made January 2025, in the amounts indicated: (Board Attachment)
- |  |                 |
|--|-----------------|
| General Fund payments in the amount of         | \$2, 994,472.09 |
| Cafeteria Fund payments in the amount of       | \$114,106.11    |
| 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    | \$564,734.45    |
| Flex Spending payments in the amount of        | 936.61          |
| Student Activity payments in the amount of     | \$1,129.97      |
- B. Move to approve Change Order #32 to the High School Renovations and Additions project in the amount of \$9,136.00, with the District’s fiscal responsibility totaling \$0.00. (Board Attachment)  
*Background: This is for change order Jay R. Reynolds PC-7 to remove and replace duplex sewage ejectors and breakers that were not functioning properly and need to be replaced.*
- C. Move to approve a contract with Dustin Paul Richard, bilingual school psychologist, to complete a bilingual psycho-educational evaluations(s), at a total cost of \$2,500.00 per evaluation. (Board Attachment)  
*Background: Evaluation(s) will be conducted in Russian or Ukraine. Mr. Richard has completed evaluations for the District previously. This is a budgeted item.*
- D. Move to approve the Lancaster-Lebanon Intermediate Unit 13 IDEA Part B Use of Funds Agreement for the 2024-2025 school year. (Board Attachment)  
*Background: This is an annual agreement for Special Education services in the amount of \$491,673, which is the District’s share of the Individuals with Disabilities Act (IDEA) Part B funds for distribution by IU#13.*

XVII. Superintendent’s Report

- Principals Report
- Director’s Report



Upcoming Dates/Announcements:

February 28 – March 1, 2025 – 7:00 p.m. – High School Spring Musical

March 3, 2025 – 5:30 p.m. – Policy Committee Meeting

March 4, 2025 – 5:00 p.m. – General Services Committee Meeting

March 4, 2025 – 5:45 p.m. – Finance Committee Meeting

March 6, 2024 – 5:00 p.m. – Curriculum Committee Meeting

March 6, 2024 – 6:00 p.m. – Personnel Committee Meeting

March 14, 2025 – In-Service Day - NO SCHOOL for students K-12

March 17, 2025 – 6:00 p.m. - Regular Board of Education Voting Meeting

XVIII. Public Comments – Items On/Off the Agenda

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XIX. Board Announcements/Comments

XX. Old Business

XXI. New Business

XXII. Adjournment