

**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)**

March 17, 2025

5:00 p.m. Finance Committee Meeting

5:30 p.m. Executive Session

The Board will meet in Executive Session to discuss matters involving employment and conditions of employment.

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 – Karli Hauck and Cadynce Thornton

VII. Student Recognition

A. Raider Voices – Dr. Michael Gerhart, Intermediate School Principal

VIII. Presentation

- Woodson Award - Presented by Mrs. Brenda Bomberger - Pennsylvania Association of Retirees to Mr. James Thomas and Ms. Judy Umbenhauer

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 02-18-2025

XII. Approval of Treasurer’s Report from 02-28-2025

ACTION ITEMS FOR APPROVAL

XIII. Personnel Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve the employment of Ying Moua-Yang, full-time Administrative Assistant to the Director of Special Education and Director of Pupil Services at a rate of \$23.19 per hour, 7.5 hours/day (12-month position), start date effective and retroactive to March 12, 2025, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a retirement.
- B. Move to approve the employment of Andrew Dornes as Assistant High School Principal on a “Professional Administrative Contract”, at a salary of \$100,000 with applicable Act 93 benefits, with an effective starting 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 Aleksandr Melnik, full-time Custodian (subject to assignment) at a rate of \$14.75 per hour, 8.0 hours/day (12-month position) start date effective and retroactive to March 11, 2025, pending receipt of all required documentation, clearances, and disclosures.
Background: This position is being filled due to a resignation.
- D. Move to approve the employment of Alondra Plasterer as High School Head Food Service Manager at a rate of \$21.00/hour, 8.0 hours/day (10-month position), start date effective and retroactive to February 26, 2025.
Background: This position is being filled due to an Administrative transfer.
- E. Move to approve the employment of Virginia Showers, part-time Paraprofessional at the Intermediate School, at a rate of \$12.31 per hour, 3.0 hours/day (10-month position), start date effective on or about March 27, 2025.
Background: This position is being filled due to a staff vacancy.
- F. Move to accept a “Letter of Resignation” from Elizabeth Porter, 1st Grade Teacher at Jackson Elementary effective and retroactive to February 24, 2025.

- G. Move to approve Kaitlyn Strayer as a teacher on temporary assignment as a First Grade Teacher at Jackson Elementary effective and retroactive to February 25, 2025, through the end of the 2024-2025 school year with no change in salary.

Background: This position is being filled due to a resignation. The math coach position held by Mrs. Strayer will not be backfilled for the remainder of the 2024-2025 school year.

- H. Move to approve a stipend of \$500.00 for Kaitlyn Strayer to continue coordinating the elementary virtual academy for the remainder of the 2024-2025 school year.

Background: Mrs. Strayer will continue to serve in this role in addition to her assuming the 1st Grade Teacher position.

- I. Move to approve the Unpaid Leave of Absence in excess of 10 days for the following employees, as per Board Policy 336, Personal Necessity Leave. (Board Attachment)

2425-1122

2425-1114

2425-1075

- J. Move to accept a "Letter of Resignation" from Kimberly Troup, Specialized Paraprofessional, effective and retroactive to February 18, 2025.

- K. Move to accept a "Letter of Resignation" from Andrew Harven, long-term High School Mathematics substitute teacher, effective and retroactive to March 7, 2025.

- L. Move to accept a "Letter of Resignation" from Kristi Fields, Assistant Field Hockey Coach, effective and retroactive to February 26, 2025.

- M. Move to accept a "Letter of Resignation" from Earl Thomas, Jr., Assistant Boys Basketball Coach, effective and retroactive to February 26, 2025.

- N. Move to accept a "Letter of Resignation" from Tom Eberly, Assistant Boys Basketball Coach, effective and retroactive to February 26, 2025.

- O. Move to accept a "Letter of Resignation" from Charles Gerberich, Head Varsity Cross Country Coach, effective and retroactive to March 11, 2025.

- P. Move to approve a change in the employment status of Rebekah Shanaman from Intermediate School 4th Grade ELA Teacher to K-12 Itinerant Autistic Support Teacher, effective start date TBD, with no change in salary.

Background: This position is being filled due to a vacancy.

- Q. Move to approve the employment of Kenny Bechtel, full-time Custodian (subject to assignment) at a rate of \$15.12 per hour, 8.0 hours/day (12-month position), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.

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

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

Assistant Track & Field Coach

Volunteer Junior High Track & Field Coach

Volunteer Girls Soccer Coach

Volunteer Baseball Coach

Greg Underkoffler

Mitchell Gray

Kristen Nelson

Cole Miller

- S. Move to approve adding the following individuals to the ELCO sub list for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.

Kailey Eckert – Substitute Teacher
Nina Milosevic – Substitute Teacher
Braden Keath – Substitute Teacher

- T. 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:

Gary Althouse, Jr.	Emily Carnegie	Michael Cesarz
Kathy Jo Custer	Kaitlyn Dohner	Allison Ebersole
Christopher Gilmer	Sarah Gresh	Shane Miller
Brooke Moyer	Amber Palm	Tracy Scipioni
Samantha Smith	Suzanne Stehr	Emily Hartman
Rooseveltha Baptiste	Robert Dulabohn	David Frandsen
Cynthia Harnish	Melanie Stoeffler	Kayla Gettle

XIV. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve an agreement between ELCO School District and Lancaster-Lebanon IU 13 to participate in the Lancaster-Lebanon Virtual Solutions from August 25, 2025, through June 30, 2028. (Board Attachment)

Background: This agreement is a contract renewal providing the learning management and curriculum for the ELCO Virtual Academy.

- B. Move to approve the ELCO School District Comprehensive Plan for 2025-2028. (Board Attachment)

Background: The Comprehensive Plan was reviewed and revised based on a review of District data and results from a community survey. The Plan was reviewed by a Steering Committee that met on February 20, 2025, and March 12, 2025. A draft of the Comprehensive Plan was posted on the District's website for public review and comment.

- C. Move to approve Dallin Yang as an exchange student through the ICES Exchange Program for the period of August 25, 2025, through June 4, 2026.

Background: This motion is in accordance with Policy 239, Foreign Exchange Students.

- D. Move to approve a trip and travel request from Darbe DeHaven, Director of Human Resources, to travel and attend the 13th Annual District HR Exchange Conference to be held on April 23-25, 2025, at Glasbern Inn, Fogelsville, PA.

Background: This conference is held by the IU13 to provide activities and collaboration centered around district HR topics such as TIMS, Emergency Permits & Intern Permits, Progressive Discipline, Emotional Intelligence, and Red Flags in the hiring process. This conference has been budgeted.

- E. Move to approve a trip and travel request from Dr. Kimberly Mecca, Director of Special Education, to travel and attend the 46th Annual PAPSA Conference to be held April 9-11, 2025, at The Inn at Leola Village, Leola, PA.

Background: This conference will focus on topics in Special Education and provide the opportunity to connect with other Special Education leaders from across the state. This conference has been budgeted.

- F. Move to approve a trip and travel request from Dr. Barbara Davis, Assistant Superintendent, to travel and attend the PA Summit 25 – PASCD and PA Principals Conference to be held August 3-5, 2025, at The Nittany Lion Inn, State College, PA.
Background: This conference is an opportunity to connect with educational leaders from across Pennsylvania. The registration cost is covered by PASCD.
- G. Move to approve a trip and travel request from David Fair, High School Band Director, to travel and attend the PMEA State Conference to be held April 9-12, 2025, at the Kalahari Resort, Pocono Manor, PA.
Background: This conference would provide the opportunity for professional development including sessions specific in band and classroom music. This conference has been budgeted.
- H. Move to approve a trip and travel request from David Fair, High School Band Director, chaperone, and one (1) student, to travel and participate in the All Eastern NAFME Conference to be held April 24-26, 2025, at the Connecticut Convention Center, Hartford, CT.
Background: This is an annual event for qualifying students. This trip is budgeted.
- I. Move to approve a trip and travel request from Michael O'Neill, High School English teacher, and approximately five (5) students to travel and participate in the TSA (Technology Student Association) State Conference to be held April 23-25, 2025, at Seven Springs Mountain Resort, Seven Springs, PA.
Background: Students will compete in various STEM related events such as Story Book Design, Video Game Design, and Problem Solving. The students will compete with other students from across the state with a chance to represent our district in the National competition in June. This trip is budgeted.
- J. Move to approve a trip and travel request from Robert Miller, Head Varsity Track and Field Coach, Assistant Coaches, and qualifying student athletes, to travel and participate in the Outdoor Track & Field District III Championships to be held May 16-17, 2025, at Shippensburg University, Shippensburg, PA.
Background: This is an annual trip subject to qualifying students. This trip is budgeted.
- K. Move to approve a trip and travel request from Robert Miller, Head Varsity Track & Field Coach, Assistant Coaches, and qualifying student athletes, to travel and participate in the Outdoor Track & Field PIAA State Championships to be held May 23-24, 2025, at Shippensburg University, Shippensburg, PA.
Background: This is an annual trip subject to qualifying students. This trip is budgeted.

XV. Policy Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve Policy 601 – Fiscal Objectives for first reading. (Board Attachment)
Background: This policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- B. Move to approve Policy 602 – Budget Planning 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 603 – Budget Preparation for first reading. (Board Attachment)
Background: This policy was reviewed by committee. The time frame to present the proposed/preliminary budget to the Board due to inconsistencies in the time frame between Act 1 and School Code 687 was removed. The school district will maintain a specific time frame but will move it to procedures to ensure it aligns with school code.
- D. Move to approve Policy 604 – Budget Adoption for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.

- E. Move to approve Policy 605 – Tax Levy for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- F. Move to approve Policy 606 – Tax Collection for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are minor language changes to increase clarity.
- G. Move to approve Policy 607 – Tuition Income for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There were minor language changes for clarity and conciseness.
- H. Move to approve Policy 608 – Bank Accounts for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- I. Move to approve Policy 609 – Investment of District Funds for first reading. (Board Attachment)
Background: The policy was reviewed by committee. The language was updated in the Delegation of Responsibility section to provide guidance in the role of the Board, Investment Officer, and the Superintendent in approving an annual investment plan.
- J. Move to approve Policy 610 – Purchases Subject to Bid/Quotation for first reading. (Board Attachment)
Background: This policy was reviewed by committee. The policy was updated to clarify competitive bid and price quotation requirements under the School Code to reflect the current dollar limits. Language was also updated to clarify the authority of the Business Manager or Assistant Business Manager to purchase supplies and award contracts consistent with School Code.
- K. Move to approve Policy 611 – Purchases Budgeted for first reading. (Board Attachment)
Background: The policy was reviewed by committee. The updated policy reflects the current dollar limits for purchases based on the Consumer Price Index. Language was updated to identify who authorizes purchases that are within budgetary limits.
- L. Move to approve Policy 612 – Purchases Not Budgeted for first reading. (Board Attachment)
Background: This policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- M. Move to approve Policy 613 – Cooperative Purchasing for first reading. (Board Attachment)
Background: This policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- N. Move to approve the following policies (revised/reviewed/and/or new) for 2nd reading. (Board Attachment)
 - 1. Policy 325 Dress and Grooming
 - 2. Policy 326 Complaint Process
 - 3. Policy 328 Compensation Plans/Salary Schedules
 - 4. Policy 330 Overtime
 - 5. Policy 331 Job Related Expenses
 - 6. Policy 332 Working Periods
 - 7. Policy 333 Professional Development
 - 8. Policy 334 Sick Leave
 - 9. Policy 335 Family and Medical Leaves
 - 10. Policy 336 Personal Necessity Leave
 - 11. Policy 337 Vacation
 - 12. Policy 338 Sabbatical Leave

13. Policy 338.1 Compensated Professional Leave
14. Policy 339 Uncompensated Leave
15. Policy 340 Responsibility of Student Welfare
16. Policy 341 Benefits for Part-Time Employees
17. Policy 342 Jury Duty
18. Policy 343 Paid Holidays
19. Policy 345 School Police – Use of Force and Weapons
20. Policy 347 Worker’s Compensation Transitional Return-to-Work Program
21. Policy 351 Drug and Substance Abuse
22. Policy 360 Driver History Record

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

- A. Move to approve a renewal with JAMF for \$2,500.00 to use their Connect Basic Solution. (Board Attachment)

Background: This is an annual renewal that provides a solution for end users to sync their Directory password with their local computer login password, and their Microsoft account to maintain an alignment of the end user passwords for all systems. This is a budgeted expense.

XVII. Finance Committee – Mr. Ray Ondrusek, Chairperson

- A. Move to approve payment of bills as found listed and attached to the March 17, 2025, Board Agenda for payments made February 2025, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$2,473,789.76
Cafeteria Fund payments in the amount of	\$200,060.62
Capital Reserve Fund payments in the amount of	\$40,338.00
Debt Service payments in the amount of	\$348,325.00
Construction Fund payments in the amount of	\$830,321.12
Student Activity payments in the amount of	\$10,269.16
Flex Spending payments in the amount of	\$4,566.73

- B. Move to approve a Special Education Contracting Agreement with Yellow Breeches Education Center for the 2025-2026 school year. (Board Attachment)

Background: This is an approval for contracted services for the 2025-2026 school year for six (6) secondary placements. This is a budgeted expense.

XVIII. Superintendent’s Report

- Principal’s Reports
- Director’s Reports

Upcoming Dates and Announcements:

March 18, 2025 – 2 Hr. Late Start for students K-12

March 26, 2025 – End of 3rd Marking Period

April 7, 2025 – 5:30 p.m. – Policy Committee Meeting

April 8, 2025 – 5:00 p.m. – General Services Committee Meeting

April 8, 2025 - 5:45 p.m. – Finance Committee Meeting

April 10, 2025 – 5:00 p.m. – Curriculum Committee Meeting

April 10, 2025 – 6:00 p.m. – Personnel Committee Meeting

April 18 – April 21, 2025 – Spring Break – NO SCHOOL for students K-12

April 22, 2025 – 6:00 p.m. – Regular Board of Education Voting Meeting

XIX. Public Comments – Items On/Off the Agenda

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XX. Board Announcements/Comments

XXI. Old Business

XXII. New Business

XXIII. Adjournment