

**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)

April 22, 2025

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
 - Appointment of representative/s (up to two individuals) to the PSBA Delegate Assembly to be held Tuesday, October 21, 2025, at the Kalahari Resorts and Conventions in Poconos, PA. (Board Attachment)
 - Appointment of ELCO representative to the Lancaster-Lebanon Joint Authority Board to fulfill the remainder of 5-year term ending December 31, 2027.
- VI. Student Council Report – Cadynce Thornton, Representative
- VII. Student Recognition
 - A. Full-Day Kindergartners – Mrs. Jodi Houck, Principal, Fort Zeller Elementary
Mrs. Megan Ressler, Principal, Jackson Elementary
- VIII. Presentation
 - A. ELCO Education Foundation
- 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 03-17-2025

XII. Approval of Treasurer’s Report from 03-31-2025

ACTION ITEMS FOR APPROVAL

XIII. Personnel Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve the employment of Kim Koch, full-time Custodian (subject to assignment) at a rate of \$15.50 per hour, 8 hours/day (12-month position) state date effective and retroactive to April 7, 2025, noting all required documentation, clearances, and disclosures are on file.
Background: This position is being filled due to a resignation.
- B. Move to approve the employment of Jessica Shaak, full-time Custodian (subject to assignment) at a rate of \$14.39 per hour, 8 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 Keith Kiebach, full-time Custodian (subject to assignment) at a rate of \$15.88 per hour, 8 hours/day (12-month position) start date effective and retroactive to April 14, 2025, noting all required documentation, clearances, and disclosures are on file.
Background: This position is being filled due to a resignation.
- D. Move to approve the following individuals as a coach for the 2025-2026 Fall Sports Season, as listed (pending receipt of all required documentation, clearances, and disclosures).
- | | | |
|---------------|--------------------|-----------------|
| Boys Soccer | Varsity Head Coach | Brian Marquette |
| Cross Country | Varsity Head Coach | Michael Harnish |
- E. Move to accept a “Letter of Resignation” from Sandra Hammock full-time Specialized Paraprofessional, effective and retroactive to April 2, 2025.
- F. Move to accept a “Letter of Resignation” from Ashley Fessler, full-time Specialized Paraprofessional, effective and retroactive to April 2, 2025.
- G. Move to accept a “Letter of Resignation” from Chellsie Grube, full-time Specialized Paraprofessional, effective and retroactive to April 8, 2025.

- H. Move to accept a “Letter of Resignation” from Marysia Daly, ELCO Junior High Cheer Coach, effective and retroactive to April 1, 2025.
- I. Move to accept a “Letter of Resignation” from Sue Gingrich, Junior High Girls’ Basketball Coach, effective and retroactive to March 31, 2025.
- J. Move to approve the following individuals to the ELCO sub list for the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.

Allison MaCauley – Nurse
Audrey Perry - Nurse

- K. Move to approve a \$750.00 stipend to Lori Mosser, Administrative Assistant to the Superintendent and Human Resource Director for a temporary increase in job duties for the time period of January 31, 2025, through March 14, 2025.
Background: The increased responsibilities were due to the retirement of a district office staff member.
- L. Move to approve the official start date of Shanon Martin as the Special Education Consultant, effective May 5, 2025.
Background: This change in employment was approved December 2, 2024, with a TBD start date.
- M. Move to approve the official start date of Rebekah Shanaman as the K-12 Itinerant Autistic Support Teacher, effective May 5, 2025.
Background: This change in employment was approved March 17, 2025, with a TBD start date.
- N. Move to approve the official start date of Kenny Bechtel, full-time Custodian, effective and retroactive to April 7, 2025.
Background: This Custodian was approved March 17, 2025, with a TBD start date with the district.
- O. Move to approve Unpaid Leave of Absence for the following employees, per Board Policy 336, Personal Leave Necessity. (Board Attachment)

2425-1114
2425-1075
2425-1172
2425-533
2526-579

- P. 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):

Ardith Cameron	Nicole Clemens	Stevie Domagalski	Robert Dubble
Rachel Fittery	Jessica Gerhart	Zachary Kissinger	Ashli Kupp
Elizabeth Miller	Jennifer Miller	Kristen Nelson	Anna Shanaman
Kara Shanaman	Susan Shenk	Samantha Showalter	Lindsey Staudt
Marah Stoltzfus	Christian Llitera	Jacob Walmer	Brittany Wenrich
Stephen Wenrich	Marcia Kocher	Marcy Hibshman	Kaitlyn Day
Jennifer Robert	Alison Wenger	Darian Reichard	Tyler Knarr

- Q. Approve to approve the following nurses to provide services during Extended School Year (ESY), ELCO+, and SPA programs, at their individual rate, for the period of June 16, 2025, through July 31, 2025, as listed:

Background: Nursing staff are needed to support students attending summer programs. One nurse is scheduled each day to cover students across the summer programs.

Abigail Beatty
 Pamela Furlow
 Melissa Rambler

- R. Move to approve the following ELCO teachers to provide Extended School Year (ESY) services to students at their individual per diem hourly rate, during the period of June 16, 2025, through July 17, 2025, or June 23, 2025, through July 24, 2025, as listed:

Background: The District will be providing ESY services to students attending district-operated special education programming during Summer 2025.

Kristi Gettle	Madison Breiner	Scott Eastadt
Michelle Angstadt	Melanie Haas	Robyn Wentzel
Laurabeth Kapp	Morgan Chapman	Amanda VanOverbeke
Laura Leonard	Suzanne Lucky	Megan Worley
Christina Ulrey (sub only)		Courtney Shirk (sub only)

- S. Move to approve the following Specialized Paraprofessionals to support Extended School Year (ESY) services at their individual hourly rate for the 2024-2025 school year, during the period of June 16, 2025, through July 17, 2025, or June 23, 2025, through July 24, 2025, as listed:

Background: Paraprofessional staff are needed to support district-operated based ESY programs during Summer 2025.

Stephanie Sheetz	Danelle Burkholder	Leann Clark
Deborah Blouch	Melanie Kauffman	Caitlyn Lucas
Kylie Weidman	Victoria Oswald	Donna Bixby
Janelle Kramer	Amanda Hearn	Kelly Stephenson
Justine Bewley	Natasha Field	Katherine Lane
Alexis Burkholder	Tami Bennethum	

- T. Move to approve the following Paraprofessionals to serve as Specialized Paraprofessionals with a temporary \$2.00/hour rate increase to support Extended School Year (ESY) services, during the period of June 16, 2025, through July 17, 2025, or June 23, 2025, through July 24, 2025, as listed:

Background: This increase in compensation reflects a temporary hourly rate adjustment because of additional responsibilities while serving as a Specialized Paraprofessional.

Angela Arnt	Kelly Blakeslee	Bernice Bricker
Tracy Wesley		

- U. Move to approve the following teachers to serve as ELCO+ summer school teachers at a rate of \$155/day from June 23, 2025, through July 31, 2025, as listed:

Background: Teachers will support students enrolled in the secondary ELCO+ credit recovery program.

Michelle Angstadt	Kirk Keppley	Chad Miller
Dennie Boltz	Laura Leonard	Sean Miller
Zach Cook	Jennifer Lovell	Ashley Withrow
Thomas Eberly	Suzanne Lucky	Warren Zimmerman
Heather Kahl		

- V. Move to approve the following paraprofessional to serve as ELCO+ summer school paraprofessional at a rate of \$60/day from June 23, 2025, through July 31, 2025, as listed:
Background: Paraprofessionals will support students enrolled in the secondary ELCO+ credit recovery program.

Sherry Brown

XIV. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve a trip and travel request from Megan Worley, Head Unified Sports Coach, Assistant Coaches, and qualifying student athletes, to travel and participate in the Outdoor Track & Field PIAA Championships, to be held May 23-24, 2025, at Shippensburg University, Shippensburg, PA.
Background: This is an annual trip for qualifying students. This trip is budgeted.
- B. Move to approve a trip and travel request from Zachary Cook, High School Social Studies teacher, chaperones, and approximately 44 students, to travel and participate in a trip to the National Mall Museums in Washington, D.C., on May 19, 2025.
Background: The students will have the opportunity to experience various examples of world history by visiting several of the Smithsonian museums. Costs have been budgeted.
- C. Move to approve a trip and travel request from Paul Dissinger, High School Social Studies teacher, chaperones, and approximately 15 students to travel and participate in a trip to New York City on May 20, 2025.
Background: The students will have a specific itinerary of places they will visit in both Greenwich Village and the East Village to study the process of gentrification. Costs have been budgeted.
- D. Move to approve up to seven (7) additional days of employment at per diem rate, for Jennifer Martin, Future Ready Facilitator, during the summer of 2025.
Background: Mrs. Martin will be engaging in activities as the Future Ready Facilitator, including workshops, meetings with local business leaders, and professional learning activities.
- E. Move to approve the new textbook resource for purchase in the 2025-2026 school year as listed:
Background: The textbook was selected by the Science Department and is recommended for Board consideration by the Curriculum Committee.

Title: Biology for the AP Course
Course: Advanced Placement Biology
Publisher: Bedford, Freeman, and Worth
Authors: Morris, Castignetti, Lepri, Relyea
Copyright: 2022

- F. Move to approve the new textbook resource for purchase in the 2025-2026 school year as listed:
Background: The textbook was selected by the World Language Department and is recommended for Board consideration by the Curriculum Committee.

Title: AP Spanish Language and Culture
Course: Advanced Placement Spanish Language & Culture
Publisher: Vista
Authors: Draggett
Copyright: 2024

- G. Move to approve the new textbook resource for purchase in the 2025-2026 school year as listed:

Background: The textbook was selected by the Technology Education Department and is recommended for Board consideration by the Curriculum Committee.

Title: Entry-Level Driver Training: Obtaining a CDL
Course: Commercial Driver's License (CDL) Training
Publisher: J.J. Keller & Associates
Authors: N/A
Copyright: 2019

- H. Move to approve the new textbook resource for purchase in the 2025-2026 school year as listed:

Background: The textbook resource was selected by a committee of K-5 teachers and Reading Specialists. The Curriculum Committee reviewed the resource and was evenly split (2-2) on whether to move CKLA forward for full board consideration. The item was placed on the Board agenda in accordance with Policies 108: Adoption of Textbooks, Policy 005: Organization, and Policy 006: Meetings.

Title: Core Knowledge Language Arts (CKLA) 3rd Edition
Course: English Language Arts Grades K through 5
Publisher: Amplify
Authors: N/A
Copyright: 2025

XV. Policy Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve Policy 614 – Payroll Authorization 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 615 – Payroll Deductions for first reading. (Board Attachment)

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

- C. Move to approve Policy 616 – Payment of Bills for first reading. (Board Attachment)

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

- D. Move to retire Policy 617 – Petty Cash for first reading. (Board Attachment)

Background: The policy was reviewed by committee. It was recommended retiring this policy since the District does not use petty cash.

- E. Move to approve Policy 618 – Student Activity Funds for first reading. (Board Attachment)

Background: The policy was reviewed by committee. There was added language on the defined roles in the management of the student activity funds. The committee will maintain the current policy's Delegation of Responsibility language to align with the centralized procedures used for student activity funds in the district.

- F. Move to approve Policy 619 – District Audit for first reading. (Board Attachment)

Background: The policy was reviewed by committee. The policy was revised to remove language that was not necessary to policy. Language was clarified regarding the public's right to review audits to better align with PA School Code.

- G. Move to approve Policy 620 – Fund Balance for first reading. (Board Attachment)

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

- H. Move to approve Policy 622 – GASB Statement 34 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 624 – Taxable Fringe Benefits for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- J. Move to approve Policy 625 – Credit Cards for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There were minor language revisions to reflect the accounting procedures used in the management of credit cards.
- K. Move to approve Policy 626.1 – Travel Reimbursement – Federal Programs for first reading. (Board Attachment)
Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.
- L. Move to approve Policy 715 – Commercial Advertising, Partnerships, Sponsorships and Naming Rights for first reading. (Board Attachment)
Background: The policy was reviewed by committee. An addition was made to the policy to permit naming in honor of groups. The committee was informed there is a form available for anyone interested in submitting a naming request to the Board for consideration.
- M. Move to approve Policy 807.1 – Display of Flags for first reading. (Board Attachment)
Background: This is a new policy being recommended by the committee. The policy was drafted and reviewed by committee.
- N. Move to approve the following policies (revised/reviewed/and/or new) for 2nd reading. (Board Attachment)
 - 1. Policy 601 Fiscal Objectives
 - 2. Policy 602 Budget Planning
 - 3. Policy 603 Budget Preparation
 - 4. Policy 604 Budget Adoption
 - 5. Policy 605 Tax Levy
 - 6. Policy 606 Tax Collection
 - 7. Policy 607 Tuition Income
 - 8. Policy 608 Bank Accounts
 - 9. Policy 609 Investment of District Funds
 - 10. Policy 610 Purchases Subject to Bid/Quotation
 - 11. Policy 611 Purchases Budgeted
 - 12. Policy 612 Purchases Not Budgeted
 - 13. Policy 613 Cooperative Purchasing

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

- A. Move to approve the Camera Service agreement with LowV Systems, Inc. at a cost of \$2,520.00. (Board Attachment)
Background: This is a quarterly service and inspection of the district camera systems, recorders, and software.

- B. Move to approve a one-year support contract with Morefield to provide Mitel Phone System Support at a cost of \$15,904. (Board Attachment)
Background: This contract is a result of Ronco's (formally Sage) decision to terminate phone support contracts for all customers on March 6, 2025. The school district is receiving a pro-rated credit back from Ronco on the remainder of the support contract that was in place. This contract includes onboarding costs of \$1,800 as well as on-site and virtual support for \$14,104.
- C. Move to approve a proposal from LowV Systems, Inc. for the purchase and installation of four cameras and relocation of one camera on the campus of the ELCO Middle School at a cost of \$9,773. (Board Attachment)
Background: The cost of this work will be fully covered by the 2022 Mental Health & Safety and Security Grant which was awarded to the District by the PA Commission on Crime and Delinquency (Grant ID #38484). These additions will improve coverage of areas that contained "blind spots" not covered by existing cameras.

XVII. Finance Committee – Mr. Ray Ondrusek, Chairperson

- A. Move to approve payment of bills as found listed and attached to the April 22, 2025, Board Agenda for payments made March 2025, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$2,431,451.45
Cafeteria Fund payments in the amount of	\$102,532.03
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	\$623,502.15
Student Activity payments in the amount of	\$33,088.93
Flex Spending payments in the amount of	\$4,317.48

- B. Move to approve a three-year service agreement with Health eTools, LLC for the electronic medical records software platform Health eTools, which is utilized by nurses in each of our buildings, at a yearly rate of \$5,938.00, effective August 1, 2025, through July 30, 2028. (Board Attachment)
Background: This is a budgeted item, and the rates have remained the same (no increases) as the current three-year contract.
- C. Move to approve an agreement with Central Susquehanna Intermediate Unit (CSIU), to provide computer services for Fund Accounting, Payroll, and Human Resources modules for the period of July 1, 2025, to June 30, 2026, at a cost of approximately \$27,800. (Board Attachment)
Background: The cost is billed per student and the agreement price is estimated for the next year. This is an annual license renewal.
- D. Move to approve Special Education and AEDY Contracting Agreements with River Rock Academy for the 2025-2026 school year. (Board Attachment)
Background: This is an approval for contracted services for the 2025-2026 school year for four (4) academic placements. This is a budgeted expense.
- E. Move to approve an event agreement with Eden Resort, for the use of a facility located at 222 Eden Road, Lancaster, PA. (Board Attachment)
Background: This agreement is for the Junior-Senior Prom to be held May 22, 2026. There will be no cost to the district for this event.

- F. Move to approve the 2025-2026 Lebanon County CTC Budget. (Board Attachment) (Roll Call Vote)

Background: The 2025-2026 Lebanon County CTC Budget reflects a decrease of 0.39% or \$3,753.00 for the ELCO School District.

- G. Move to approve Resolution #04-22-2025 I, concerning the 2025-2026 Lancaster-Lebanon IU13 Budget. (Board Attachment) (Roll Call Vote)

XVIII. Superintendent's Report

- Principal's Reports
- Director's Reports

Upcoming Dates/Announcements:

May 5, 2025 – 5:00 p.m. – Policy Committee Meeting

May 5, 2025 – 6:00 p.m. – Curriculum Committee Meeting

May 6, 2025 – 5:00 p.m. – General Services Committee Meeting

May 6, 2025 – 6:00 p.m. – Finance Committee Meeting

May 7, 2025 – 5:00 p.m. – Personnel Committee Meeting

May 19, 2025 – 6:00 p.m. – Regular Board of Education Voting Meeting

May 23, 2025 – In-Service Exchange Day – NO SCHOOL for students K-12

May 26, 2025 – NO SCHOOL in observance of Memorial Day

May 27, 2025 – 7:00 p.m. - Baccalaureate at Millcreek Lutheran Church, Newmanstown

May 29, 2025 – 6:00 p.m. – Commencement

Spring Concert Dates:

May 2-3, 2025 – 7:00 p.m. – Intermediate School 5th Grade Musical – Aladdin Kids

May 4, 2025 – 2:00 p.m. - High School Spring Concert – HS Auditorium

May 6, 2025 – 7:00 p.m. – Middle School Spring Concert – HS Auditorium

May 8, 2025 – 7:00 p.m. – Intermediate School Spring Concert – HS Auditorium

XIX. Public Comments – Items On/Off the Agenda

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XX. Board Announcements/Comments

XXI. Old Business

XXII. New Business

XXIII. Adjournment