

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

**Regular Board of Education Meeting**

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

**September 22, 2025**

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5:00 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
  - A. Move to direct Lori Mosser, Board Secretary, to cast the board's vote (electronically) for the following PSBA Officers: (Board Attachment)  
President Elect (one-year term ending December 31, 2026)
    - Holly ArnoldVice-President Elect (one-year term ending December 31, 2026)
    - Matt VannoyPSBA Eastern Zone Representative (two-year term ending December 31, 2027)
    - Andrew KlinePSBA Insurance Trustees (three-year term ending December 31, 2028), choose two.
    - Kathy Swope
    - Roberta Marcus
- VI. Student Recognition
  - A. Intermediate School Bee TV Crew – Dr. Michael Gerhart, Principal  
Mr. Nicholas Wright, Co-Advisor

VII. 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.

VIII. 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 Rep Report
- ELCO Education Foundation

IX. Approval of Minutes from August 18, 2025

X. Approval of Treasurer’s Reports from (6-30-2025) (7-30-2025) and (8-31-2025)

ACTION ITEMS FOR APPROVAL

XI. Personnel Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to accept a “Letter of Retirement” from Julia Vicente, Superintendent of Schools, effective June 30, 2026.

*Background: At the conclusion of the 2025-2026 school year, Mrs. Vicente will have completed nine years of dedicated service to the ELCO community, culminating a distinguished 34-year career in public education.*

- B. Move to accept a “Letter of Retirement” from Dr. Barbara Davis, Assistant Superintendent of Schools, effective June 30, 2026.

*Background: At the conclusion of the 2025-2026 school year, Dr. Davis will have completed nine years of dedicated service to the ELCO community, culminating a distinguished 32-year career in public education.*

- C. Move to accept a “Letter of Retirement” from Scot Fasnacht, Skilled Maintenance worker, effective September 26, 2025.

- D. Move to accept a “Letter of Resignation” from Nadia Munoz, Specialized Paraprofessional, effective and retroactive to August 26, 2025.

- E. Move to accept a “Letter of Resignation” from Nicole Clemens, Food Service worker, effective and retroactive to August 28, 2025.

- F. Move to accept a “Letter of Resignation” from Mary Bennetch, Food Service worker, effective and retroactive to September 5, 2025.
- G. Move to accept a “Letter of Resignation” from Jennifer Lohnes, Food Service worker, effective and retroactive to September 11, 2025.
- H. Move to accept a “Letter of Resignation” from Cindy Hassler, Food Service worker, effective and retroactive to September 17, 2025.
- I. Move to accept a “Letter of Resignation” from Wyatt Hall, Middle School Science teacher, effective October 24, 2025.
- J. Move to accept a “Letter of Resignation” from Kaila Ober, Fort Zeller K-2 Learning Support teacher, effective October 26, 2025.
- K. Move to approve the employment of Haley Thunberg on a “Temporary Professional Contract” as a K-2 Life Skills teacher at Jackson Elementary, at a salary of Bachelor’s – Step 1 (\$56,099), effective and retroactive to August 19, 2025, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position was filled due to a resignation.*
- L. Move to approve the employment of Dustin Miller on a “Professional Contract” as a Middle School Math teacher at a salary of Bachelor’s +24 – Step 5 (\$59,648), effective and retroactive to August 25, 2025, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- M. Move to approve a “Letter of Temporary Employment” to Chase Ochs, as a short-term High School Social Studies teacher, effective and retroactive from September 8, 2025, through October 31, 2025, at the daily substitute teacher rate.  
*Background: This position is being filled due to a permanent teacher on leave.*
- N. Move to approve the employment of Emma Strickler, as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$15.53, 7.5 hours/day (10-month position), effective and retroactive to August 25, 2025, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- O. Move to approve the employment of Kaitlyn Burger, as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$16.32, 7.5 hours/day (10-month position), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This is a new position budgeted for the 2025-2026 school year.*
- P. Move to approve the employment of Silvia Madueno, as a part-time Food Service employee, (subject to assignment), at an hourly rate of \$14.09, 5.0 hours/day (10-month position), effective and retroactive to August 25, 2025, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- Q. Move to approve a change in the employment status of Silvia Madueno *from* part-time Food Service employee *to* full-time Food Service employee (subject to assignment), effective and retroactive to September 15, 2025, with no change in hourly pay rate.  
*Background: This position is being filled due to a staff transfer.*

- R. Move to approve the employment of Amanda Shirk, as a part-time Food Service employee, (subject to assignment), at an hourly rate of \$15.00, 5.0 hours/day (10-month position), effective and retroactive to September 8, 2025, pending receipt of all required documentation, clearances, and disclosures.

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

- S. Move to approve the employment of Phoebe Troxel, part-time Food Service employee, (subject to assignment), at an hourly rate of \$15.00, 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.*

- T. Move to approve the employment of Doyce Glenn, as a full-time Custodian (subject to assignment), at an hourly rate of \$14.89, 8.0 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.*

- U. Move to approve the employment of Dennis Egan, as a full-time Custodian (subject to assignment), at an hourly rate of \$16.85, 8.0 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.*

- V. Move to approve the following individuals for extra-curricular positions for the 2025-2026 school year, as listed:

Intermediate School Musical Director	Jonathan Swift
Middle School Quiz Bowl Advisor	Jeffrey Bennett
Middle School National Honor Society Co-Advisor	Heather Kahl
Middle School National Honor Society Co-Advisor	Emily Ziegler

- W. Move to approve the following individual as a coach for the 2025-2026 Fall Sports Season, (pending receipt of all required documentation, clearances, and disclosures).

Girls' JH Asst. Soccer Coach	Nate Snee
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- X. Move to approve the seven (7) consecutive days of Unpaid Leave of Absence for the following employee, per Board Policy 336 Personal Necessity Leave.

2526-89

- Y. Move to approve the official start date of Allyson Woodward, full-time Specialized Paraprofessional, effective and retroactive to September 2, 2025.

*Background: This position was approved August 18, 2025; this motion approves her official start date.*

- Z. Move to approve the official start date of Maria Borroto, full-time Specialized Paraprofessional, effective and retroactive to September 9, 2025.

*Background: This position was approved August 18, 2025; this motion approves her official start date.*

- AA. Move to approve the following individuals to serve as Building Technology Mentors for the 2025-2026 school year to support cohorts of teachers participating in Apple Professional Learning, as listed:

Amy Davis	Wendy Kerst	Lindsay Jaeger
Angela Rodriguez	Amanda Templeton	

- BB. Move to approve adding the following individuals to the ELCO sub list for the 2025-2026 school year, pending receipt of all required documentation, clearances, and disclosures.

Ashley Anspach – Substitute Teacher  
Meredith Bender – IU Guest Teacher  
Susan Gable – IU Guest Teacher  
Chris Gaugher- IU Guest Teacher  
Julie Miller – IU Guest Teacher  
Phran Simmermon – IU Guest Teacher  
Rachael Schneider – Substitute Teacher  
Olivia Smaltz – Building Substitute at Intermediate School  
Andrew Woomer – Building Substitute at Middle School  
Jeanna Witman – Substitute Teacher

- CC. Move to approve adding the following individuals to the ELCO Volunteer listing for the 2025-2026 school year, as listed (noting all required documentation, clearances, and trainings are on file):

Daniel Ebling	Ashley Kelchner	Courtney Kreiser
Nicole Longenecker	Amanda Martin	Bethany Synder
Samantha Bicher	Rebecca Clements	Wendy Shaffer
Kaylynn Clark	Dylan Mays	Victoria Rubin
Eric Wanner		

XII. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve an agreement between the Eastern Lebanon County School District and Lancaster-Lebanon Intermediate Unit to provide Title I services to nonpublic students during the 2025-2026 school year. (Board Attachment)  
*Background: This annual agreement is to provide the required Title I services to students in nonpublic schools and is part of the Federal Programs grant.*

XIII. Policy Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve Policy 901 – Public Relations Objectives for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Language was removed that was somewhat repetitive in the purpose statement and in the delegation of responsibility.*
- B. Move to approve Policy 902 – Publications Program for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Minor language change identifying only the Superintendent as the individual authorized to release information.*
- C. Move to approve Policy 904 – Public Attendance at School Events for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Language was added regarding notification of health and safety rules. Revisions were made to remove the brand name of vaping products and revised language addressing incident reporting to reflect school code.*
- D. Move to retire Policy 905 – Citizen Advisory Committees for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. The committee recommended retiring this policy.*

- E. Move to approve Policy 906 – Public Complaint Procedures for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Updated language under General Complaint Procedure to provide a more clearly structured process to submit general complaints. Revised language under Complaint Procedure for Federal Programs for clarity and consistency with current law.*
- F. Move to approve Policy 908 – Relations With Parents/Guardians for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. There are no revisions to the policy; the review date will change.*
- G. Move to approve Policy 909 – Municipal Government Relations for first reading. (Board Attachment)  
*Background: The policy was reviewed. Minor updates to language for consistency with language used throughout policy manual.*
- H. Move to approve Policy 910 – Community Engagement for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. The title of the policy was changed from “Community Relations” to “Community Engagement” to better align with the mission of the School District.*
- I. Move to approve Policy 911 – News Media Relations for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Minor language revisions were made for clarity.*
- J. Move to approve Policy 912 – Relations With Educational Institutions for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. There are no revisions to the policy; the review date will change.*
- K. Move to approve Policy 913 – Nonschool Organizations/Groups/Individuals for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Language was added addressing the requests for dissemination of nonschool materials.*
- L. Move to approve Policy 914 – Relations With Intermediate Unit for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.*
- M. Move to approve Policy 915 – PTO and Booster Organizations for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.*
- N. Move to approve Policy 916 – Volunteers for first reading. (Board Attachment)  
*Background: This policy was reviewed by committee. Language was added prohibiting discrimination of volunteers.*
- O. Move to approve Policy 917 – Parental/Family Involvement for first reading. (Board Attachment)  
*Background: The policy was reviewed by committee. There are no revisions to the policy; the review date will change.*

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

1. Policy 815.1 – Use of Generative Artificial Intelligence in Education
2. Policy 819 – Suicide Awareness, Prevention and Response
3. Policy 822 – Automated External Defibrillator (AED)/ Cardiopulmonary Resuscitation (CPR)
4. Policy 823 – Opioid Antagonist (*formerly titled Naloxone*)
5. Policy 824 – Maintaining Professional Adult / Student Boundaries
6. Policy 827 – Conflict of Interest
7. Policy 828 – Fraud
8. Policy 829 – Electronic Signatures – RETIRE
9. Policy 830 – Security of Computerized Personal Information / Breach Notification
10. Policy 830.1 – Data Governance – Storage / Security

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

A. Move to approve the donation of outdated/obsolete materials no longer used by the District to Habitat for Humanity. (Board Attachment)

*Background: The District has identified outdated/obsolete products, which will be donated to Habitat for Humanity which supports community repurposing efforts and reduces waste. This will be at no cost to the district.*

B. Move to approve a proposal from LowV Systems, Inc. for the purchase, installation and management of updated access controls to Fort Zeller Elementary, Jackson Elementary, ELCO Intermediate School and ELCO Middle School. One additional card reader will be added at both ELCO Intermediate and Jackson Elementary Schools. The total cost of this project is \$64,967.00. (Board Attachment)

*Background: The current card reader system will no longer be supported after December 2025. The High School has already been updated to the Feenics system as part of the recent renovations. The cost of this project will be fully covered by the 2024 Safety and Mental Health Grant which was awarded to the District by the PA Commission on Crime and Delinquency (Grant ID#45079).*

XV. Finance Committee – Mr. Ray Ondrusek, Chairperson

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

General Fund payments in the amount of	\$3,846,539.43
Food Service payments in the amount of	\$1,223.15
Flex Spending Fund payments in the amount of	\$564.93
Debt Service payments in the amount of	\$343,250.00
Capital Reserve payments in the amount of	\$25,939.03
Student Activity payments in the amount of	\$915.45

B. Move to approve an agreement with Devopar Consulting, LLC to provide an Interim Special Education Director at a daily rate of \$748.00, retroactive to August 18, 2025. (Board Attachment)

*Background: Devopar Consulting, LLC will provide administrative services temporarily, up to three (3) days per week, as a result of a staff member on leave.*

- C. Move to approve a Special Education Supplemental Agreement for the 2025-2026 school year with Ephrata School District. (Board Attachment)  
*Background: This is a contract for one academic placement. Costs have been budgeted.*
- D. Move to approve an amendment to the borrowing Resolution 08-18-2025-I adopted August 18, 2025, to revise the maximum debt service schedule which allows the District to accelerate payment of principal and lower the total overall debt service payback. (Board Attachment) (Roll Call Vote)

Superintendent’s Report

- Principals’ – Directors’ Reports

Upcoming Dates/Announcements:

Tuesday, September 23, 2025 – 2 Hour Late Start for students K-12  
 Monday, October 6, 2025 – 5:30 p.m. – Policy Committee Meeting  
 Tuesday, October 7, 2025 – 5:00 p.m. – General Services Committee Meeting  
 Tuesday, October 7, 2025 – 5:45 p.m. – Finance Committee Meeting  
 Thursday, October 9, 2025 – 5:00 p.m. – Curriculum Committee Meeting  
 Thursday, October 9, 2025 – 6:00 p.m. – Personnel Committee Meeting  
 Monday, October 13, 2025 – NO SCHOOL in observance of Columbus Day  
 Tuesday, October 14, 2025 – 2 Hour Late Start for students K-12  
 Monday, October 20, 2025 – 6:00 p.m.- Regular Board of Education Voting Meeting

XVI. 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.
- 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.

XVII. Board Announcements/Comments

XVIII. Old Business

XIX. New Business

XX. Adjournment