

**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)**

**October 20, 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 – Cadynce Thornton, President
- VII. Students of the Month
  - A. EMT Students – Ms. Jennifer Haas, Principal, High School  
Mr. Stephen Zimmerman, EMT Instructor
- VIII. Presentation – Mr. Keith Fox, Penn Medicine HealthWorks
- IX. Public Comments – Items On the Agenda
  - 1) 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.
  - 2) 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. 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

XI. Approval of Minutes (09-22-2025)

XII. Approval of Treasurer's Report (09-30-2025)

### **ACTION ITEMS FOR APPROVAL**

XIII. Personnel Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to accept a “Letter of Resignation” from Darbe DeHaven, Director of Human Resources, effective date October 31, 2025.
- B. Move to accept a “Letter of Resignation” from Kayla Hurd, Paraprofessional, effective October 6, 2025.
- C. Move to accept a “Letter of Resignation” from Brianna Wentzel, Specialized Paraprofessional, effective October 8, 2025.
- D. Move to accept a “Letter of Resignation” from Carly Keith, Paraprofessional, effective October 9, 2025.
- E. Move to accept a “Letter of Resignation” from Greg Underkoffler, Junior High Track and Field Coach, effective October 6, 2025.
- F. Move to approve the employment of Ty Erisman on a “Temporary Professional Contract” as a Middle School Health and Physical Education teacher at a salary of Bachelor’s – Step 1 (\$56,099), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a change in employment status.*
- G. Move to approve the employment of Megan Fitzpatrick on a “Temporary Professional Contract” as a K-2 Learning Support teacher at Fort Zeller Elementary, at a salary of Bachelor’s – Step 1 (\$56,099), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*

- H. Move to approve the employment of Gannon Ulrey on a “Temporary Professional Contract” as a High School Special Education Math teacher, at a salary of Bachelor’s – Step 1 (\$56,099), effective start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- I. 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), start date TBD, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- J. Move to approve the employment of Deborah Wyse, full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$19.05, 7.5 hours/day (10-month position), effective start date October 27, 2025, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- K. Move to approve the employment of Wendy Lorah, full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$16.17, 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.*
- L. Move to approve the employment of Susan Sweigert, part-time Food Service employee, (subject to assignment), at an hourly rate of \$13.59, 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.*
- M. Move to approve the following individuals for extra-curricular positions for the 2025-2026 school year, as listed:

Musical Director	Morgan Petersen
Musical Choreographer	Bente Weaver
Musical Costume Designer	Kolani Doll
Musical Set/Stage	David Fair
Musical Orchestra Director	David Fair
Musical Vocal Music Director	David Fair
Rehearsal Accompanist	Morgan Petersen
Co-Advisor MS Envirothon Team	Angela Bicher
Co-Advisor MS Envirothon Team	Jamie Cascarino

- N. Move to approve the following individuals as coaches for the 2025-2026 Winter Sports Season, (pending receipt of all required documentation, clearances, and disclosures), as listed:

Boys’ Basketball	Head Varsity Coach	Brad Connors
	Assistant Coaches	Wes Soto, Mitch Gray, Brett Hildebrand
	Volunteer Coaches	Scott Attivo, Joe Hayes, Doug Strickler
Girls’ Basketball	Head Varsity Coach	Karl Keath
	Assistant Coaches	Scott Laicha, Zoe Zerman, Kara Schaeffer
Bowling	Volunteer Coach	Derek Fulk
	Head Varsity Coach	Pamela Rittle

Boys' Wrestling	Head Varsity Coach Assistant Coach	Matt Fittery TBD, Chris Longstaff, Warren Zimmerman
	Volunteer Coaches	David Ziegler, Ken Miller, Wesley Bankus, Brandon Lawrence Chad Miller
Girls' Wrestling	Head Varsity Coach Volunteer Coaches	Evie Trostle, Katelyn Rueppel
Indoor Track	Head Varsity Coach Assistant Coaches Volunteer Coaches	Mike Harnish Jackie Bender, Holly Hartman Robert Miller, Earl Thomas
Weight Room Monitors:		Robert Miller, Bob Williams

- O. Move to approve the following individual as a coach for the 2025-2026 Spring Sports season, (pending receipt of all required documentation, clearances, and disclosures) as listed:

Volunteer Baseball Coach                      Joe Shanaman

- P. Move to approve the administrative transfer of Nicholas Wright *from* Intermediate School STEM Coach *to* Middle School STEM and Technology Education teacher, effective October 30, 2025.

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

- Q. Move to approve the change in assignment of Christi Kirchoff *from* Middle School Specialized Paraprofessional *to* High School Specialized Paraprofessional, effective and retroactive to October 15, 2025.

*Background: This change was made due to student needs.*

- R. Move to grant tenure to the following individual, as listed:

*Background: Per PA School Code 1949 Act 14, each board of school directors in all school districts shall hereafter enter into contracts, in writing, with each professional employee initially employed by a school district on or after June 30, 1996, who has satisfactorily completed three (3) years of service in any school district in the commonwealth.*

Heather Kahl

- S. Move to approve the official start date of Dennis Egan, full-time Custodian, effective and retroactive to September 23, 2025.

*Background: This position was approved September 22, 2025; this motion approves his official start date.*

- T. Move to approve the official start date of Phoebe Troxel, part-time Food Service employee, effective and retroactive to September 30, 2025.

*Background: This position was approved September 22, 2025; this motion approves her official start date.*

- U. Move to approve the official start date of Doyce Glenn, full-time Custodian, effective and retroactive to October 1, 2025.

*Background: This position was approved September 22, 2025; this motion approves his official start date.*

- V. 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.

Alana Clements – IU Guest Teacher

Susan Cox – IU Guest Teacher  
Emily Miller – Substitute Teacher  
Aaron Nevada – IU Guest Teacher  
Sommer Parker – Substitute Teacher  
Jennifer Parks-Snyder – IU Guest Teacher  
Tomas Ramos-Martin – IU Guest Teacher  
Alexis Seifert – Substitute Teacher  
Kirk Wolfe – IU Guest Teacher

- W. 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):

Rebekah Bollinger	Christopher Cantos	Fraser Clements
Greg Gray	Blake Harris	Travis Hibshman
Amanda Kohr	Derek Neiswender	Nancy Ristenbatt
Emily Santos	Alexander Weaver	Liam Savitsky

- X. Move to approve the new and/or revised job description. (Board Attachment)

Technology Support Specialist

- XIV. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve the administration of the PA Youth Survey (PAYS) to 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students in November 2025.

*Background: This survey is administered across Pennsylvania every other year at no charge to school districts and ELCO has participated regularly. All parents/guardians have the option to decline their child's participation, and students can also decline participation themselves. This item was discussed in Curriculum Committee and is moving forward per their recommendation.*

- XV. Policy Committee – Mrs. Rachel Moyer, Chairperson

- A. Move to approve the following policies (revised/reviewed/and/or new) for a second reading, as listed: (Board Attachment)

1. Policy 901 Public Relations Objectives
2. Policy 902 Publications Program
3. Policy 904 Public Attendance at School Events
4. Policy 905 Citizen Advisory Committees – **RETIRE**
5. Policy 906 Public Complaint Procedures
6. Policy 908 Relations With Parents/Guardians
7. Policy 909 Municipal Government Relations
8. Policy 910 Community Engagement
9. Policy 911 News Media Relations
10. Policy 912 Relations With Educational Institutions
11. Policy 913 Nonschool Organizations/Groups/Individuals
12. Policy 914 Relations With Intermediate Unit
13. Policy 915 PTO and Booster Organizations
14. Policy 916 Volunteers
15. Policy 917 Parental/Family Involvement

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

- A. Move to approve a three-year contract renewal with VelocityEHS, for the period of December 2025 through December 2028 in the amount of \$9,457.50, to be paid over the three-year period. (Board Attachment)

*Background: The contract renewal is for the software used for chemical management. This item is moving forward per committee recommendation. Costs have been budgeted.*

XVII. Finance Committee – Mr. Ray Ondrusek, Chairperson

- A. Move to approve payment of bills as found listed and attached to the October 20, 2025, Board Agenda for payments made September 2025, in the amounts indicated: (Board Attachment)

General Fund payments in the amount of	\$2,479,902.98
Cafeteria Fund payments in the amount of	\$105,665.91
Capital Reserve Fund payments in the amount of	\$63,494.28
Debt Service payments in the amount of	\$0.00
Construction Fund payments in the amount of	\$0.00
Flex Spending payments in the amount of	\$275.34
Student Activity payments in the amount of	\$2,528.07

- B. Move to approve the purchase of a SmartSense Temperature Monitoring System in the amount of \$6,452.12. (Board Attachment)

*Background: The SmartSense system will allow the Food Service Department to continuously monitor the temperatures of walk-in refrigerators and freezers, ensuring food safety, preventing food waste, and streamlining integration with PrimoEdge through SmartSense's temperature monitoring tools. The total cost includes a one-time purchase price of \$4,952.12 and an annual monitoring fee of \$1,500.00. These costs are budgeted through the Food Service account and recommended by committee for approval.*

- C. Move to approve a contract with All Party Starz to provide Disc Jockey and photobooth services on May 22, 2026, at a total cost of \$2,045.00. (Board Attachment)

*Background: This contract is for Disc Jockey and photobooth services to be provided at the Junior-Senior prom. The costs will be funded through the Class of 2026 student activity account.*

- D. Move to approve the appointment of the Lancaster-Lebanon IU13 to conduct the Superintendent search for the Eastern Lebanon County School District.

*Background: The Lancaster-Lebanon IU13 will partner with the ELCO Board of Directors to facilitate the search for a new Superintendent. This will be at no cost to the district.*

XVIII. Superintendent's Report

- Principals' - Directors' Report

Upcoming Dates/Announcements:

Wednesday, October 29, 2025 – End of Marking Period #1

Friday, October 31, 2025 – Teacher In-Service Day – NO SCHOOL for students K-12

Monday, November 3, 2025 – 5:30 p.m. - Policy Committee Meeting

Monday, November 3, 2025 – 6:00 p.m. - General Services Committee Meeting

Monday, November 3, 2025 – 6:30 p.m. – Finance Committee Meeting

Tuesday, November 4, 2025 – Election Day

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

Thursday, November 6, 2025 – 6:00 p.m. – Personnel Committee Meeting

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

XIX. 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.

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- 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.

XX. Board Announcements/Comments

XXI. Old Business

XXII. New Business

XXIII. Adjournment