

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

**Regular Board of Education Voting Meeting**

**District Board Room  
Hybrid Meeting**

**November 17, 2025  
AGENDA**

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5:30 pm 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's Communications

VI. Student Council Report – Cadynce Thornton, President

VII. Students of the Month

- High School/K-2 Reading Raiders – Mrs. Jodi Houck – Principal, Fort Zeller Elementary  
Mrs. Megan Ressler – Principal, Jackson Elementary

VIII. Presentation

- 2024-2025 Audit Report – Mr. Jeffrey Kowalczyk, Barbacane, Thornton & Company, LLP

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 Committees & Rep Reports
- Policy Committee
  - General Services Committee
  - Finance Committee
  - Curriculum Committee
  - Personnel Committee
  - IU13 Rep Report
  - PSBA Rep Report
  - CTC Rep Report
  - Lebanon County Tax Collection Committee Rep Report
  - ELCO Education Foundation
- XI. Approval of Minutes (10/22/2025)
- XII. Approval of Treasurer's Report (10/31/2025)

### **ACTION ITEMS FOR APPROVAL**

- XIII. Personnel Committee – Mrs. Joya Morrissey, Chairperson
- A. Move to accept a “Letter of Resignation” from Natasha Field, Specialized Paraprofessional, effective date November 21, 2025.
- B. Move to approve a “Letter of Temporary Employment” to Alana Clements as a Long-Term Intermediate School 4th Grade teacher at a salary of Bachelor’s – Step 1 (\$56,099), effective and retroactive to October 22, 2025.  
*Background: This position is for 90 days and is being filled due to a teacher on leave.*
- C. Move to approve the administrative transfer of Megan Andress *from* 6th Grade Mathematics Teacher *to* 8th Grade Mathematics Teacher, effective December 1, 2025, with no change in salary.  
*Background: This transfer is due to a resignation.*
- D. Move to approve the administrative transfer of Kori Landis *from* 4th Grade Teacher *to* 6th Grade Mathematics Teacher, effective December 1, 2025, with no change in salary.  
*Background: This transfer is due to the transfer of another staff member due to a resignation.*
- E. Move to approve the administrative transfer of Cynthia Sholly *from* Payroll and Benefits Coordinator *to* Human Resources Generalist, effective and retroactive to November 10, 2025, at an annual salary of \$82,500.  
*Background: This position is being filled due to the resignation of the Human Resources Director.*
- F. Move to approve the administrative transfer of Kate Blakeslee *from* District Office Administrative Assistant *to* Payroll and Benefits Coordinator, at an hourly rate of \$23.00, 7.5 hours/day (12-month position) effective and retroactive to November 10, 2025.  
*Background: This position is being filled due to a vacancy created by an administrative transfer.*

- G. Move to approve the employment of Kaitlyn Zerbe, 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 November 4, 2025.  
*Background: This position was filled due to a staff reassignment.*
- H. Move to approve the employment of David Ziegler, as a full-time Skilled Maintenance worker, at an hourly rate of \$29.21, 8.0 hours/day (12-month position) effective and retroactive to November 10, 2025.  
*Background: This position is being filled due to a retirement.*
- I. Move to approve the official start date of Ty Erisman, Middle School Health and Physical Education teacher, effective December 1, 2025.  
*Background: This position was approved October 20, 2025; this motion approves his official start date.*
- J. Move to approve the official start date of Wendy Lorah, full-time Specialized Paraprofessional, effective and retroactive to October 27, 2025.  
*Background: This position was approved October 20, 2025; this motion approves her official start date.*
- K. Move to approve the official start date of Susan Sweigert, part-time Food Service employee, effective and retroactive to October 27, 2025.  
*Background: This position was approved October 20, 2025; this motion approves her official start date.*
- L. Move to accept a “Letter of Resignation” from Susan Sweigert, part-time food service employee, effective October 31, 2025.
- M. Move to approve the official start date of Megan Fitzpatrick, K-2 Learning Support Teacher, effective and retroactive to October 23, 2025.  
*Background: This position was approved October 20, 2025; this motion approves her official start date.*
- N. Move to approve the official start date of Gannon Ulrey, High School Special Education Math teacher, effective and retroactive to November 3, 2025.  
*Background: This position was approved October 20, 2025; this motion approves his official start date.*
- O. Move to approve the following individuals for extra-curricular positions for the 2025-2026 school year, as listed:
- |                              |                 |
|------------------------------|-----------------|
| Musical Vocal Music Director | Morgan Petersen |
| ROCS Choreographer           | Bente Lefever   |
| Middle School TSA Advisor    | Kimberly Sandoe |
| Middle School TSA Advisor    | Nicholas Wright |
- P. 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’ Wrestling      | Assistant Coach | Ken Miller      |
|                      | Volunteer Coach | Craig Ziegler   |
| Indoor Track & Field | Volunteer Coach | Cynthia Harnish |
|                      | Volunteer Coach | Hailey Thunberg |

- Q. Move to approve the following individual as a weight room attendant for the 2025-2026 school year, as listed.

Todd Dresch

- R. Move to approve adding the following individuals to the ELCO sub list for the 2025-2026 school year, effective and retroactive to October 23, 2025, as listed (noting all required documentation, clearances, and disclosures are on file):

Bethany Snyder - Substitute Teacher  
Cheryl Wallace - IU Guest Teacher

- S. Move to approve an Unpaid Leave of Absence for the following employee, per Board Policy 336, Personal Necessity Leave.

2526-0025

- T. Move to approve a sabbatical for the restoration of health for the following employee for the second semester of the 2025-2026 school year.

2526-0356

- U. 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):

Margaret Bowman  
Wyatt Kane

Daren Ernfield  
Jason Sholley

Sarah Hoglund  
Karley Siegfried

XIV. Curriculum Committee – Mrs. Bonnie Kantner, Chairperson

- A. Move to approve a trip and travel request from Matt Fittery, Head Varsity Wrestling Coach, Assistant Coach Ken Miller, and approximately 13 student athletes to travel and participate in the Athens High School Wrestling Tournament to be held December 5-6, 2025, at Athens High School.

*Background: The costs for this trip will be funded by the Booster Club.*

- B. Move to approve a trip and travel request from Matt Fittery, Head Varsity Wrestling Coach, Assistant Coaches – Ken Miller, Chris Longstaff, and Warren Zimmerman, and approximately 50 student athletes to travel and participate in the Chambersburg Trojan War Wrestling Tournament to be held December 26-28, 2025, at Chambersburg High School.

*Background: The costs for this trip will be funded by the Booster Club.*

- C. Move to approve a trip and travel request from Morgan Petersen, High School Choral teacher, to travel and attend with three qualifying chorus students to the PMEA District Chorus Festival being held January 9-10, 2026, at Boiling Springs High School.

*Background: Annual event attended by qualifying students. Costs have been budgeted.*

- D. Move to approve a trip and travel request from Jonathan Bickel, High School English teacher, chaperones, and approximately 35 students, to travel and participate in the Veterans History Project being held April 24, 2026, in Washington, D.C.

*Background: This is an annual trip to present projects to the VHP Director and tour various museums and war memorials. Costs for this trip have been budgeted.*

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

- A. Move to approve a proposal from Master Power Tint for the purchase and installation of safety and security window film on designated windows at the ELCO Intermediate School. The total cost of the project is \$15,365.00. (Board Attachment)  
*Background: The cost of this project will be fully covered by the 2024 Meritorious Safety Grant which was awarded to the District by the PA Commission on Crime and Delinquency. (Grant ID#43081). This item was discussed in General Services Committee and recommended to move forward.*
  
- B. Move to approve a proposal from Low V Systems, Inc. for the purchase and installation of Feenics key card access readers for all Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) technology locations in each building for a total of 12 access readers. Total cost of the project is \$46,807.00 (Board Attachment)  
*Background: Currently the MDF and IDF rooms are accessible via physical keys. Converting to badge access will provide additional security to prevent unauthorized access to the District technology systems. The cost of this project will be fully covered by the 2024 Competitive Safety Grant which was awarded to the District by the PA Commission on Crime and Delinquency. (Grant ID#43310). This item was discussed in General Services Committee and recommended to move forward.*
  
- C. Move to approve a proposal from RL Sensenig Roofing to install a new Carlisle EPDM Roof System at ELCO Middle School, complete with a 30-year warranty. Installation is scheduled for the summer of 2026. (Board Attachment)  
*Background: The cost of this work will be partially covered by the 2023 Public School Facility Improvement Program Grant. The Grant will pay for 75% of the cost with the District covering the remaining 25%. The total cost incurred by the District would be \$301,320.00. This item was discussed in General Services Committee and recommended to move forward. Costs have been budgeted.*

XVI. Finance Committee – Mr. Ray Ondrusek, Chairperson

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

General Fund payments in the amount of	\$2,468,277.32
Cafeteria Fund payments in the amount of	\$175,170.86
Capital Reserve Fund payments in the amount of	\$55,110.22
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	\$758.24
Student Activity payments in the amount of	\$19,183.37

- B. Move to approve a musical agreement with Concord Theatricals to secure the rights and license for the amateur production of the 2026 High School Spring Musical in the amount of \$5,494.27. (Board Attachment)  
*Background: The High School Spring Musical will be performed February 27, 2026, through February 28, 2026. This is a budgeted item.*
  
- C. Move to approve the Audit Report for June 30, 2025, prepared by Barbacane, Thornton & Company, LLC. (Board Attachment)  
*Background: The Audit was presented in Finance Committee with no negative findings. The Audit Report will be updated as a "final report" after board approval.*

- D. Move to approve the Club Chartering Application and account for the ELCO Class of 2029 Council, noting that required By-Laws/Constitution and list of officers has been submitted. (Board Attachment)
- E. Move to approve Resolution #11-17-2025 I, of the Board of School Directors of the Eastern Lebanon County School District electing to not increase its tax rate above the Act I Index of 4.2% for the 2026-2027 fiscal year. (Roll Call Vote, Board Attachment)  
*Background: The resolution was discussed in Finance Committee, with Committee support to move forward with the resolution.*

XVII. Superintendent’s Report

- Principals’ – Directors’ Reports

Upcoming Dates/Announcements:

November 24-25, 2025 – K-12 Parent-Teacher Conferences – (NO SCHOOL for students K-12)  
 November 26, 2025 – Teacher In-Service Exchange Day – (NO SCHOOL for students K-12)  
 November 27-28, 2025 – NO SCHOOL – Closed for Thanksgiving Break  
 December 2, 2025 – 6:00 p.m. – Reorganization and Regular Board of Education Voting Meeting  
 December 9, 2025 – 7:00 p.m. – Middle School Holiday Concert – HS Auditorium  
 December 11, 2025 – 7:00 p.m. – Intermediate School Holiday Concert – HS Auditorium  
 December 14, 2025 – 2:00 p.m. – High School Holiday Concert – HS Auditorium  
 December 22-23, 2025 - Teacher In-Service Days – (NO SCHOOL for students K-12)  
 December 24, 2025 – January 2, 2026 – (NO SCHOOL for students K- 12) - Winter Break

XVIII. Public Comments – Items On/Off the Agenda

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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.

XIX. Board Announcements/Comments

XX. Old Business

XXI. New Business

XXII. Adjournment