

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

**Committee-of-the-Whole**  
**Board of Education Meeting**

**Middle School Cafeteria**  
**Hybrid (In-person and via Zoom)**

**August 7, 2023**

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6:00 p.m.          Committee-of-the-Whole Board of Education Meeting

- I.      Call to Order
- II.     Moment of Silent Meditation
- III.    Pledge of Allegiance
- IV.    Roll Call
- V.     Board President Communications
- VI.    Board Committees & Rep Reports
  - Personnel Committee
  - Curriculum Committee
  - General Services Committee
  - Finance Committee
  - IU13 Rep Report
  - PSBA Rep Report
  - CTC Rep Report
  - Lebanon County Tax Collection Committee Rep Report
  - ELCO Education Foundation
- 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.

**ACTION ITEMS FOR APPROVAL**

- I.      Personnel Committee – Mrs. Dotty Noll, Chair

- A. Move to accept a “Letter of Resignation” from Samantha Roy, Middle School Special Ed Teacher, effective July 18, 2023.
- B. Move to accept a “Letter of Resignation” from Samantha Sutton, Specialized Paraprofessional, effective July 25, 2023.
- C. Move to accept a “Letter of Resignation” from Karen Leppo, Specialized Paraprofessional, effective August 2, 2023.
- D. Move to accept a “Letter of Resignation” from Sharon McManus, Ft. Zeller Cafeteria employee, effective August 2, 2023.
- E. Move to accept a “Letter of Resignation” from Sharon Breeden, Fort Zeller and Jackson School Librarian, effective August 22, 2023.
- F. Move to remove the 60-day probationary period for the commencement of benefits for any staff member beginning with the 2023-2024 school year.  
*Background: Removal of the 60-day probationary period aligns practices with current Board Policy.*
- G. Move to approve a change in the employment status of Anna Martin *from* part-time Food Service Worker *to* full-time Specialized Paraprofessional, with an hourly rate of \$14.43, 7.5 hours/day (10-month position, subject to assignment), effective the start of the 2023-2024 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: Position filled due to resignation.*
- H. Move to approve the employment of Tyler Bowers, 2<sup>nd</sup> Shift Custodian (Intermediate School) at a rate of \$13.83 per hour (12-month position), effective on or about August 8, 2023, pending receipt of all required documentation, clearances, and disclosures.  
*Background: Position filled due to resignation.*
- I. Move to approve the employment of Noah Wentzel, 2<sup>nd</sup> Shift Custodian (Intermediate School) at a rate of \$13.83 per hour (12-month position), effective on or about August 8, 2023, pending receipt of all required documentation, clearances, and disclosures.  
*Background: Position filled due to resignation.*
- J. Move to approve the employment of Zoe Zerman, as a Middle School Health and Physical Education Teacher on a “Temporary Professional Contract” at a salary of Bachelor’s – Step 1 (\$52,314), effective 2023-2024 school year, pending receipt of all required documentation, clearances and disclosures.  
*Background: Position filled due to resignation.*
- K. Move to approve the employment of Austin Kinney, as a Mathematics teacher at ELCO High School, on a “Temporary Professional Contract” at a salary of Bachelor’s - Step 2 (\$52,564), effective the 2023-2024 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: Position filled due to a retirement.*
- L. Move to approve the employment of Matthew Rissinger, as a World Language teacher at ELCO High School, on a “Temporary Professional Contract” at a salary of Bachelor’s - Step 1 (\$52,314), effective the 2023-2024 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: Position filled due to a change in assignment of the former World Language teacher.*

- M. Move to approve the employment of Joseph Krodel, as a Health and Physical Education teacher at ELCO High School, on a “Professional Contract” at a salary of Master’s + 30 - Step 7 (\$69,146), effective the 2023-2024 school year, pending receipt of all required documentation, clearances, and disclosures.

*Background: Position filled due to a resignation.*

- N. Move to approve the employment of Lori Mosser, as Administrative Assistant to the Superintendent, at an hourly rate of \$30.00 per hour., start date TBD, pending receipt of all required documentation, clearances, and disclosures.

*Background: Position filled due to a retirement.*

- O. Move to approve a change in the teaching assignment of Pamela Rittle from High School Special Education teacher to High School Science teacher, effective the 2023-2024 school year, with no change in salary.

*Background: Position filled due to a retirement.*

- P. Move to approve a stipend of \$5000, for Amanda Templeton to author the District Newsletter.

*Background: District no longer using Kidder Media for the coming school year. Mrs. Templeton will write and design the newsletter and Kapp Advertising will print and mail the newsletter.*

- Q. Move to approve adding the following individuals to the ELCO Volunteer listing for the 2023-2024 school year, as listed (noting all required documentation, clearances, and trainings are on file):

1. Matthew Sanchez
2. Jody Schoffstall
3. Nancy Heisey
4. Casey Mangual-Vega
5. Carol Price

- R. Move to approve Chad Miller as Head Junior High Cross Country Coach for the 2023 Fall sports season. (Board Attachment)

- S. Move to approve Mentors for the 2023-2024 school year, as listed:

<b>Mentor</b>	<b>Teacher</b>
Robyn Wentzel	Madison Breiner (prorated)
Mel Fair	Heather Innes (prorated)
Chris Longstaff	John Leininger (prorated)
Nichole McCullough	Erica Long (prorated)
Katherine Brosius	Melynda Cochran
Sara Faust	Laura Leonard
Suzanne Lucky	Ashley Withrow
Melissa Pfautz	Jennifer Axarlis
Jessica Auman	Maddyrae Kotomski
Ashley Titler	Jennifer Sorrick
Matthew Babiarz	Tracy Ash
Erin Attivo	Cathryn Carmello
Erin Attivo	Stephanie Tice
Anna Dice	Vanessa Graham
Corinne Shaak	Ashley Ellingsworth
Nichole McCullough	Taylor Hasker-Cirulli
Jennifer Lutz	Amanda VanOverbeke
Elissa McCallum	Megan Andress
Christine Bogner	Kelsey Metzler
Heather Gery	Zoe Zerman

Rebecca Zimmerman	Bruce Althouse
Zachary Stuart	Joseph Krodel
Michael Simmons	Austin Kinney
Jennifer Martin	Matthew Rissinger
Zachary Stuart	Elizabeth Putt (prorated)
Wendy Kerst	Angela Rodriguez
Anne Roach	Erin Marquette
Amy Zelinske	Danielle Martin
Sean Miller	Jamie Cascarino
Jenny Wolgemuth	Lindsey Hibshman
Janice Koontz	Pamela Rittle
Elizabeth Quenzer	Renee Zimmerman

T. Move to approve Department and Grade Level Leaders for the 2023-2024 school year, as listed:

<b>DEPT/GRADE LEVEL</b>	<b>DEPARTMENT CHAIR</b>
Art	Taryn Showalter
Business Education	Amy Weddle
Family Consumer Science	Liz Phillips
Health, Physical Education	Matthew Babiarz
Language Arts	Amanda Templeton
Language Arts - Middle Level Curriculum Liaison	Michelle Whitmoyer
Library	Wendy Kerst
Mathematics	Michael Simmons
Math - Middle Level Curriculum Liaison	Elissa McCallum
Music	David Fair
Reading	Sara Faust
Science	Chris Heft
Science - Middle Level Curriculum Liaison	Angela Bicher
Social Studies	Zach Cook
Technology Education	Ken Miller
World Language	Gina Hewitt
5th Grade Dept. Chair	Gretchen Miller
4th Grade Dept. Chair	Andrew Risser
3rd Grade Dept. Chair	Erin Attivo
	<b>TEAM LEADER</b>
2nd Grade Team Leader	Beth Kane
2nd Grade Team Leader	Rebecca Kleinfelter
1st Grade Team Leader	Jan Ogurcak
1st Grade Team Leader	Kristi Hummer
K Team Leader	Ruthanne Gray
K Team Leader	Michelle Zurick
Special Ed 9-12 Grade Team Leader	Tara Clauss
Special Ed 6-8 Grade Team Leader	Toni Mehaffey
Special Ed 3-5 Grade Team Leader	Allison Clark
Special Ed K-2 Grade Team Leader	Sara Griffith

#### VIII. Curriculum Committee - Ms. Megan Schaeffer, Chair

A. Move to approve Jihyeon Bae as an exchange student through the ICES USA Exchange Program for the period of August 28, 2023 through December 2023.

*Background: Motion is in accordance with Policy 239, Foreign Exchange Students. Jihyeon has been an exchange student with a family who recently moved to the school district.*

- B. Move to approve a contract with Learn By Doing, Inc. for \$1,828.00 for 125 licenses of Albert for the 2023-2024 school year. (Board Attachment)  
*Background: Annual renewal that is budgeted for all students enrolled in Advanced Placement courses. The program provides practice questions and access to other test preparation materials. Costs have been budgeted.*
- C. Move to approve a contract with Edpuzzle for \$2,695.00 for unlimited access to Edpuzzle for the 2023-2024 school year. (Board Attachment)  
*Background: Annual renewal that is budgeted to provide unlimited access to Edpuzzle for all High School teachers. Costs have been budgeted.*
- D. Move to approve a contract with Lancaster-Lebanon IU13 for \$15,825 for Securly web filtering and e-Hall Pass. (Board Attachment)  
*Background: Annual renewal that is budgeted that includes licensing for web filtering services for all school district devices; as well as the licensing for the electronic hall pass program used at the High School and the Middle School. Costs have been budgeted.*
- E. Move to approve the renewal of the Dual Enrollment and College in the High School Agreement between ELCO High School and Harrisburg University. (Board Attachment)  
*Background: This agreement will permit eligible ELCO students to take college courses through Harrisburg University. Additionally, the agreement includes a College in the High School course for Honors Chemistry I, allowing students who fulfill the requirements to earn college credit through Harrisburg University. There is no cost to the district to offer this program. This is a renewal of an existing agreement that is reviewed every five years.*
- F. Move to approve a trip/travel request from Dr. Barbara Davis, Assistant Superintendent, to attend the Pennsylvania Association for Supervision and Curriculum Development Annual Conference, November 19-21, 2023 at the Hershey Lodge and Convention Center, Hershey, PA.  
*Background: Conference has been budgeted.*

IX. Policy Committee – Mrs. Rachel Moyer, Chair

- A. Move to approve the following policy (revised/reviewed, and/or new) for 2<sup>nd</sup> Reading, as listed: (Board Attachments):
  - 1. Policy 253 – Student Physical Privacy in School Facilities

X. General Services Committee – Mr. David Ziegler, Chair

- A. Move to approve a contract with Lancaster-Lebanon IU13 for \$17,748 for private cloud services (Board Attachment)  
*Background: Annual renewal that is budgeted that includes support for virtual servers, Microsoft Exchange, and disaster & recovery. Costs have been budgeted.*
- B. Move to approve a contract with Finalsity, formally Blackboard, for \$17,209 for web hosting and mass communication. (Board Attachment)  
*Background: Annual renewal that is budgeted that includes hosting and support for the school district website and the mass notification system used to communicate with parents. Costs have been budgeted.*
- C. Move to approve a contract with Sage Technology Solutions for \$12,011 for annual support for the Mitel Phone System. (Board Attachment)  
*Background: Annual renewal that is budgeted that support, updates, and testing of the school district's phone system. Costs have been budgeted.*

XI. Finance Committee – Mr. Ray Ondrusek, Chair

- A. Move to approve a contract for the Transportation of School Pupils with Ephrata Mennonite School for the 2023-2024 school year, at the sum of \$24,984.96 effective August 23, 2023 to May 23, 2024. (Board Attachment)  
*Background: Annual Contract*
- B. Move to approve a Special Education contracting agreement with John Paul II Center for Special Learning for the 2023-2024 school year. (Board Attachment)  
*Background: This is an approval for a contracted educational services for two students as listed in their IEP's.*
- C. Move to approve five preventative maintenance proposals from McClure Company for boilers, chillers, and hot water heaters for a one-year term. (Board Attachment)  
*Background: This is a one-year contract for the amounts as listed: Fort Zeller \$3,888, Jackson \$4,404, High School \$7,448, Middle School \$5,660, Intermediate School \$972. Costs have been budgeted.*
- D. Move to approve Change Order #7 to the HS Renovations and Additions Project in the amount of a deduction of \$27,107.82. (Board Attachment)  
*Background: The deduction is for the deletion of final cleaning, which ELCO staff will provide. It also includes repair expenses for the small sinkhole at the track and flooring changes.*

## NON-ACTION ITEMS

### I. Personnel Committee – Mrs. Dotty Noll, Chair

- A. Recommend for approval Tam Hower, Jodi Houck, Michael Gerhart, Jonathan Treese, Tara Lutz, Jennifer Haas, W. Scott Breeden, and Daniel Gonzalez, to serve as Attendance Officers for the ELCO School District for the 2023-2024 school year.  
*Background: Annual approval.*

### II. Curriculum Committee - Ms. Megan Schaeffer, Chair

- A. Recommend for approval the following individuals as ELCO Virtual Academy teachers for the 2023-2024 school year, as listed:

Jackie Bender	Amy Hicks	Amanda Templeton
John Bickel	Janice Koontz	Lucas Sandoe
Dennie Boltz	Chris Longstaff	Danielle Seldomridge
Brad Conners	Elissa McCallum	Taryn Showalter
Paul Dissinger	Chad Miller	Zach Stuart
Kelly Espenshade	Sean Miller	James Thomas
David Fair	Elizabeth Phillips	Amy Weddle
Josh Glant	Jocabed Robles	Michelle Whitmoyer
Martha Good	Michael Simmons	Emily Ziegler
Wesley Harpold	Wes Soto	Rebecca Zimmerman
Holly Hartman	Victoria Taylor	Gretchen Miller
Shanon Martin		

### III. General Services Committee – Mr. David Ziegler, Chair

### IV. Finance Committee – Mr. Ray Ondrusek, Chair

### V. Superintendent's Report

- Principal Reports
- Athletic Director's Report

Upcoming Dates/Announcements:

August 15-16, 2023 – New Teacher Induction

August 21, 2023 – 6:00pm – Regular Board of Education Meeting

August 22, 2023 – Opening Day for All Staff K-12

August 23, 2023 – In-service for All Staff K-12

August 24, 2023 – 5:30-7:30pm – Back-to-School Picnic at the Middle School Field

August 28, 2023 – First Day for Students K-12

VI. 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.

VII. Board Announcements/Comments

VIII. Old Business

IX. New Business

X. Adjournment