

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

Committee-of-the-Whole  
Board of Education Meeting

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

August 5, 2024

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5:00 p.m. General Services Committee Meeting

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. Presentation

- 30-year Service Plaque to Howard Kramer – Ms. Jamie Zuvich, PSBA

VII. 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

VIII. 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 – Mr. Howard Kramer, Chairperson
  - A. Move to approve the employment of Ann Leaman as an Autistic Support teacher at the High School on a “Temporary Professional Contract” at a salary of Bachelor’s – Step 1 (\$54,114), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This is a new position, and part of the approved Special Education plan.*
  - B. Move to approve the employment of Jennifer Smith as a 5<sup>th</sup> grade teacher at the Intermediate School on a “Professional Contract” at a salary of Master’s – Step 12 (\$76,792) effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a change in employment status.*
  - C. Move to approve the employment of Jolene Keller, as a full-time Paraprofessional (subject to assignment), at an hourly rate of \$16.40, 7.5 hours/day (10-month position), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This is a new position budgeted for the 2024-2025 school year to support full day kindergarten.*
  - D. Move to approve the employment of Tiffany Hollinger, as a full-time Specialized Paraprofessional (subject to assignment), at an hourly rate of \$16.57, 7.5 hours/day (10-month position), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
  - E. Move to approve the employment of Carly Keith, as a part-time Paraprofessional (subject to assignment), at an hourly rate of \$12.31, 3.0 hours/day (10-month position), effective the start of the 2024-2025 school year, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
  - F. Move to accept a “Letter of Resignation” from Robin Anne Kimmey, Special Education Consultant, effective September 22, 2024.
  - G. Move to accept a “Letter of Resignation” from Brittany Wenrich, full-time Paraprofessional, effective August 19, 2024.
  - H. Move to accept a “Letter of Resignation” from Danette Ocker, Food Service employee, effective August 9, 2024.

- I. Move to approve the following mentors for the 2024-2025 school year prorated to the number of days worked, as listed:

*Background: There are a few professional staff members who are completing their Induction Program under the former version of the Induction Plan. These staff will continue to participate in Induction activities until their 1-year anniversary date.*

<b>MENTOR</b>	<b>INDUCTEE</b>
Amanda Templeton	Amy Davis
Zachary Cook	Richard Casterline
Jennifer Greene	Morgan Chapman
Tara Perlaki	Malachi Bomgardner

- J. 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):

Sherry Behney

Valerie Kramer

Charles Vicknair

- K. Move to approve the ELCO Virtual Academy teachers for the 2024-2025 school year, as listed:

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

- L. Move to approve the Department Chairs, Grade Level Chairs, and Team Leaders for the 2024-2025 school year, as listed:

<b>DEPARTMENT/GRADE LEVEL</b>	<b>DEPARTMENT CHAIR</b>
Art	Taryn Showalter
Business Education	Amy Weddle
Family Consumer Science	Elizabeth 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	Christopher Heft

Science – Middle Level Curriculum Liaison	Angela Bicher
Social Studies	Zachary Cook
Technology Education	Ken Miller
World Language	Gina Hewitt
K-12 Counselor Dept. Chair	Nichole McCullough
5 <sup>th</sup> Grade Dept. Chair	Gretchen Miller
4 <sup>th</sup> Grade Dept. Chair	Andrew Risser
3 <sup>rd</sup> Grade Dept. Chair	Erin Buffington
	<b>TEAM LEADER</b>
2 <sup>nd</sup> Grade Team Leader	Beth Kane
2 <sup>nd</sup> Grade Team Leader	Rebecca Kleinfelter
1 <sup>st</sup> Grade Team Leader	Kristi McDonnell
1 <sup>st</sup> Grade Team Leader	Jessica Auman
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

M. Move to approve the following mentors for the 2024-2025 school year, as listed:

*Background: The Induction Program was re-designed this year and is now a 2-year program to meet PA Department of Education requirements. A Mentor Team has been created at each building to better support the teachers coming into the District.*

<b>SCHOOL</b>	<b>MENTOR TEAM</b>
Fort Zeller Elementary	McKenna Kolovani
	Ashley Withrow
Jackson Elementary	Michelle Altland
	Ashley Titler
ELCO Intermediate School	Nichole McCullough
	Tara Perlaki
	Kristi Reichard
	Ruth Long
ELCO Middle School	Dennie Boltz
	Erin Harris
	Toni Mehaffey
	Gina Hewitt
ELCO High School	Janice Koontz
	John Mentzer
	Amanda Templeton
	Jennifer Martin

N. Move to approve the ELCO Sub Listing (renewed professional and support staff) for the 2024-2025 school year. (Board Attachment)

- O. Move to approve the following individuals as coaches for the 2024-2025 Fall Sports Season, as listed: (pending receipt of all required documentation, clearances, and disclosures) (Board Attachment).

Jr. High Field Hockey Coach – Tasha Ness  
Volunteer Football Coach – Mitchell Aponick  
Volunteer Jr. High Girl’s Soccer - Nathan Snee

IX. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- A. Move to approve a contract between ELCO School District and Corwin to provide professional learning consulting services for a total of 15 hours over the 2024-2025 school year at a cost of \$21,585.93 (Board Attachment)  
*Background: The contract provides for two full days of in-person professional learning for staff during in-service days, additional virtual workshops for principals, and a copy of the book provided for all staff involved in the training. The cost of these trainings has been budgeted.*
- B. Move to approve a yearly contract renewal with NoodleTools in the amount of \$576.00. (Board Attachment)  
*Background: NoodleTools is an online subscription primarily used in grades 6-12 that assists students in properly citing sources in research. This item has been budgeted.*
- C. Move to approve a yearly contract renewal with Lancaster-Lebanon IU13 for the use of their Palo Alto filter in the amount of \$3,475.00. (Board Attachment)  
*Background: While Securly is used for off-site filtering of devices, the Palo Alto filter is the primary filter for any device that is connected internally within the school district. This item has been budgeted.*
- D. Move to approve the renewal of the Memorandum of Understanding between Harrisburg Area Community College (HACC) and Eastern Lebanon County High School for Dual Enrollment and College in the High School. (Board Attachment)  
*Background: This renewal agreement will permit qualified ELCO students to enroll in college courses taught by HACC faculty outside of the high school under the Dual Enrollment program. Additionally, the College in the High School program allows students to earn HACC credits by completing courses at ELCO High School that are taught by HACC approved high school instructors. Both programs are offered at a reduced tuition rate to students and will allow students to concurrently earn college and high school credits upon successful completion of the course(s).*
- E. Move to approve a Dual Enrollment agreement between Cedar Crest College and the Eastern Lebanon County School District. (Board Attachment)  
*Background: This new agreement will permit qualified ELCO students to enroll in eligible college courses through Cedar Crest College at a reduced tuition rate and to concurrently earn college credit and high school credit upon successful completion of the course(s).*
- F. Move to approve a Memorandum of Understanding between Pennsylvania College of Art and Design (PCA&D) and the Eastern Lebanon County School District. (Board Attachment)  
*Background: This new agreement will permit qualified ELCO students to enroll in eligible college courses through the Pennsylvania College of Art and Design at a reduced tuition rate and to concurrently earn college credits and high school credits upon successful completion of the course(s).*

- G. Move to approve Eastern Lebanon County High School students to take dual enrollment courses through Outlier, managed by the University of Pittsburgh. (Board Attachment).  
*Background: This new agreement will permit qualified ELCO students to enroll in dual enrollment courses through Outlier, managed by the University of Pittsburgh, and to concurrently earn college credits and high school credits upon successful completion of the course(s). This program is offered in conjunction with the Pennsylvania Institute of CPA's.*
- H. Move to approve a renewal of the Dual Enrollment agreement between Eastern Lebanon County High School and Central Penn College (CPC). (Board Attachment)  
*Background: This renewal agreement will permit qualified ELCO students to enroll in the college courses taught by CPC faculty outside of the high school under the Dual Enrollment program at a reduced tuition rate and to concurrently earn college and high school credits upon successful completion of the course(s).*
- X. Policy Committee – Mrs. Rachel Moyer, Chairperson
- A. Move to approve Policy 100 – Comprehensive Planning for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- B. Move to approve Policy 101 – Mission Statement/Vision Statements/Values for first reading. (Board Attachment)  
*Background: Minor language revisions/additions to provide clarity. Language aligns to Board approved comprehensive plan.*
- C. Move to approve Policy 102 – Academic Standards for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- D. Move to approve Policy 105 – Curriculum for first reading. (Board Attachment)  
*Background: Minor language revisions for clarity. Replaced “Limited English Proficiency Programs” with “Language Instruction Education Program” for alignment with regulations.*
- E. Move to approve Policy 105.1 – Review of Instructional Materials by Parents/Guardians and Students for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- F. Move to approve Policy 105.2 – Exemption From Instruction for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- G. Move to approve Policy 106 – Guides for Planned Instruction for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- H. Move to approve Policy 107 – Adoption of Planned Instruction for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*

- I. Move to approve Policy 108 – Adoption of Textbooks for first reading. (Board Attachment)  
*Background: Minor language revisions for clarity. Clarifies that textbooks could be in both print or digital format and clarifies the role of the Superintendent to select and recommend textbooks after consultation with administrative and professional staff to more closely align to school code.*
- J. Move to approve Policy 109 – Resource Materials for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- K. Move to approve Policy 110 – Instructional Supplies for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- L. Move to approve Policy 111- Lesson Plans for first reading. (Board Attachment)  
*Background: Minor language revisions for clarity. Revisions include the completion of lesson plans on designated on-line platforms and lesson plans must be available for immediate access by assigned substitute teachers.*
- M. Move to approve Policy 112 – Guidance Counseling for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- N. Move to approve Policy 113 – Special Education for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language changes; the review date will change.*
- O. Move to approve Policy 113.1 – Discipline of Students With Disabilities for first reading. (Board Attachment)  
*Background: Revised language addresses incident reporting due to changes in school code and clarifies that PDE retains the responsibility for collecting the annual incident reports from school entities. Additionally, “local police department” was replaced with “law enforcement agency” to align with school code.*
- P. Move to approve Policy 113.2 – Behavior Support for first reading. (Board Attachment)  
*Background: Minor language revisions to align with school code “local police department” was replaced with “law enforcement agency”.*
- Q. Move to approve Policy 113.3 – Screening and Evaluations for Students With Disabilities for first reading. (Board Attachment)  
*Background: Language revisions clarify parent/guardian requests for Independent Educational Evaluations.*
- R. Move to approve Policy 113.4 – Confidentiality of Special Education Student Information for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- S. Move to approve Policy 114 – Gifted Education for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- T. Move to approve Policy 115 – Career and Technical Education for first reading. (Board Attachment)  
*Background: Language was added to this policy to clarify that district students attend a separate full/half day career and technical center, and the district provides classes.*

- U. Move to approve Policy 116 – Tutoring for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- V. Move to approve Policy 117 - Homebound Instruction for first reading. (Board Attachment)  
*Background: Language was added that the Superintendent shall develop procedures to protect the privacy of a student placed on homebound instruction.*
- W. Move to approve Policy 118 – Independent Study for first reading. (Board Attachment)  
*Background: Minor language revisions for clarity. The committee rejected the suggestion to remove the purpose statement from the policy. The purpose statement will remain.*
- X. Move to approve Policy 119 – Current Events for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- Y. Move to approve Policy 121 - Field Trips for first reading. (Board Attachment)  
*Background: Revisions include an updated purpose statement that clarifies the benefits of field trips. Additionally, language was revised to specify when Board approval is required for field trips. Board approval is required for overnight or out-of-state trips. Language was revised to indicate that transportation of students will be provided in accordance with Policy 810, Transportation.*
- Z. Move to approve the following policies (revised/reviewed/and/or new) for a second reading, as listed: (Board Attachment)
  - 1. Policy 103.2 – Sex-Based Distinctions in Athletics. (Note: correct policy number was assigned to comply with numbering system)
  - 2. Policy 318 – Attendance and Tardiness
  - 3. Policy 334 – Sick Leave
  - 4. Policy 336 – Personal Necessity Leave
  - 5. Policy 341 – Benefits for Part-Time Employees

XI. General Services Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve a network infrastructure service agreement with Foster Consulting not to exceed \$3,500.00 for the 2024-2025 school year. (Board Attachment)  
*Background: Annual agreement for assistance in setup, configuration, and troubleshooting of Cisco Meraki network switches and access points. Foster Consulting is highly regarded and used among districts throughout the LLIU13 and have had a successful partnerships for several years. This item has been budgeted.*
- B. Move to approve a year contract renewal with ZOHO Corporation’s ManageEngine ADManager Plus and ADSelf Service Plus in the amount of \$1,990.00. (Board Attachment)  
*Background: This software helps manage password expirations, notifications to the technology department of soon to be or expired passwords for uses throughout the district. This item has been budgeted.*

XII. Finance Committee – Mr. Jack Kahl, Chairperson

- A. Move to approve a transfer from the General Fund to the Capital Reserve Fund in the amount of \$275,000.00.  
*Background: This transfer is part of the 2024-2025 Budget plan.*



- B. Move to grant authorization to submit the Treasurer’s Report for approval in September that would normally be presented during the month of August.

*Background: This request is due to a change in Business Office personnel.*

- C. Move to approve a musical agreement with Music Theatre International (MTI) to secure the rights and license for the amateur production of the 2025 High School Spring Musical in the amount of \$4,555.00.

*Background: The High School Spring Musical will be performed February 28, 2025, through March 1, 2025. This is a budgeted item.*

- D. Move to approve Change Order #22 to the High School Renovation and Additions project in the amount of \$37,641.43 (Board Attachment).

*Background: Lobar GC-21a is for additional framing and drywall in the amount of \$8,452.32. Lobar GC-21b is to supply and install a new base and flooring in the amount of \$19,643.71. Lobar GC-21c is for a floor saw rental that was needed due to a two-day power outage in the amount of \$816.54, and Lobar GC-21d is to remove and replace unsuitable soils below the kitchen slab in the amount of \$8,755.86.*

## **NON-ACTION ITEMS**

- I. Personnel Committee – Mr. Howard Kramer, Chairperson

- No items for discussion

- II. Curriculum Committee – Mrs. Joya Morrissey, Chairperson

- No items for discussion

- III. General Services Committee – Mr. Jack Kahl, Chairperson

- No items for discussion

- IV. Finance Committee – Mr. Jack Kahl, Chairperson

- No items for discussion

- V. Superintendent’s Report

- Principal Reports
- Athletic Director’s Report

### Upcoming Dates/Announcements:

August 13-14, 2024 – New Teacher Induction

August 14, 2024, 5:00 p.m. – Finance/General Services Committee Meeting

August 15, 2024, 5:30 p.m.- Policy Ad Hoc Committee Meeting

August 19, 2024, 6:00pm – Regular Board of Education Meeting

August 19, 2024 – Opening Day for All Staff K-12

August 20, 2024 – In-service for All Staff K-12

August 22, 2024, 5:30-7:30pm – Back-to-School Picnic, Middle School

August 26, 2024 – First Day of School for Students K-12

August 30, 2024 – NO SCHOOL

September 2, 2024 – NO SCHOOL in observance of Labor Day

VI. Public Comments – Items On/Off the Agenda

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VII. Board Announcements/Comments

VIII. Old Business

IX. New Business

X. Adjournment