

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

**School Board Reorganization Meeting  
and  
Regular Board of Education Meeting**

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

**December 2, 2024**

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5:00 p.m. Policy Ad Hoc Committee Meeting  
6:00 p.m. Reorganization and Regular Board of Education Meeting

- I. Call to Order
- II. Moment of Silent Meditation
- III. Pledge of Allegiance
- IV. Roll Call
- V. Board President Communications

**REORGANIZATION OF THE BOARD**

- VI. Selection of Temporary President – Mr. David Ziegler
- VII. Nominations for President of the Board – Temporary President
- VIII. Election of President of the Board – Temporary President
- IX. Nominations for Vice-President of the Board – Newly Elected President
- X. Election of Vice-President of the Board – Newly Elected President
- XI. Organizational Matters – Newly Elected President
  - A. Establishment of rules of operation:

Proposed Motion

"That we, the Eastern Lebanon County School Board, adopt operational procedures and rules as outlines in the district policy manual and affirm that we will comply with Act 92 of 1998 (The Sunshine Act)."

XII. Move to adopt a schedule of meeting dates for board meetings for the 2025 calendar year as follows:

EASTERN LEBANON COUNTY SCHOOL DISTRICT  
2025 CALENDAR OF BOARD MEETINGS

**Policy Committee Meetings (Tuesday)**

January 7, 2025  
February 4, 2025  
March 4, 2025  
April 8, 2025  
May 6, 2025  
June 10, 2025  
July 8, 2025  
August 5, 2025  
September 9, 2025  
October 7, 2025  
November 4, 2025

**Curriculum/Personnel Committee Meetings (Thurs)**

January 9, 2025  
February 6, 2025  
March 6, 2025  
April 10, 2025  
May 8, 2025  
June 12, 2025  
July 10, 2025  
August 7, 2025  
September 11, 2025  
October 9, 2025  
November 6, 2025

**Finance/General Services Committee Meetings (Wed)**

January 8, 2025  
February 5, 2025  
March 5, 2025  
April 9, 2025  
May 7, 2025  
June 11, 2025  
July 9, 2025  
August 6, 2025  
September 10, 2025  
October 8, 2025  
November 5, 2025

**Regular Board of Education Voting Meetings**

January 21, 2025 (3<sup>rd</sup> Tuesday)  
February 18, 2025 (3<sup>rd</sup> Tuesday)  
March 17, 2025  
April 22, 2025 (4<sup>th</sup> Tuesday)  
May 19, 2025  
June 23, 2025  
July 21, 2025  
August 18, 2025  
September 22, 2025  
October 20, 2025  
November 17, 2025  
**December 2, 2025 – (1<sup>st</sup> Tuesday)  
Re-Organization and Board Meeting**

According to the adopted policies of the Board of School Directors, **Committee Meetings** are held on the **first week** of each month and **Regular Board of Education Voting Meetings** are held on the **third Monday** of each month, unless otherwise noted. **The Regular Board of Education Voting Meetings** are held in the Board Room located at the Eastern Lebanon County School District, 180 ELCO Drive, Myerstown, PA, beginning at 6:00 pm, subject to change by action of the Board of School Directors, in advance, with proper notice and legal advertising. Special Board Meetings may be scheduled as provided by the School Laws of Pennsylvania. ***Notice of any other open Board meetings, including Committee meetings, shall be advertised according to Policy 006.***

B. Appoint Board Chairs and Committees:

- Personnel
- Curriculum
- Policy
- General Services
- Finance

C. Appoint a representative and alternate to the Lebanon County Tax Collection Committee.

D. Appoint a representative and alternate to the ELCO Education Foundation.

E. Appoint a representative and alternate to PSBA as School Board Liaison.

XIII. Adjournment of Reorganization Meeting

**EASTERN LEBANON COUNTY SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
FOLLOWING DECEMBER 2, 2024  
REORGANIZATION MEETING**

XIV. Call to Order

XV. 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.

ALL ITEMS ARE ACTION ITEMS

XVI. Personnel Committee

- A. Move to approve Michael Murphy as Interim High School Assistant Principal at a daily rate of \$375.00, effective December 3, 2024, to on or before June 5, 2025.  
*Background: The Interim High School Assistant Principal is being hired due to a resignation and will fill in temporarily until the permanent Assistant Principal is hired.*
- B. Move to approve the change in employment status of Shanon Martin *from* K-12 Itinerant Autism Support teacher *to* Special Education Consultant effective date TBD, with no change in salary.  
*Background: This position is being filled due to a resignation.*
- C. Move to approve the employment of Ashley Fessler, full-time Specialized Paraprofessional (subject to assignment) at an hourly rate of \$15.39, 7.5 hours/day (10-month position), start date on or about December 3, 2024, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- D. Move to approve the employment of Nadezhda Kazimirova, full-time Specialized Paraprofessional (subject to assignment) at an hourly rate of \$15.01, 7.5 hours/day (10-month position), start date effective on or about December 3, 2024, 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 Kimberly Troup, full-time Specialized Paraprofessional (subject to assignment) at an hourly rate of \$15.90, 7.5 hours/day (10-month position), start date effective on or about December 3, 2024, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- F. Move to approve the employment of Sharon Stewart, full-time Paraprofessional (subject to assignment) at an hourly rate of \$12.31, 7.5 hours/day (10-month position), start date effective on or about December 3, 2024, pending receipt of all required documentation, clearances, and disclosures.  
*Background: This position is being filled due to a resignation.*
- G. Move to accept a "Letter of Resignation" from Christy Haldeman, Full-Time Specialized Paraprofessional, effective and retroactive to November 18, 2024.

- H. Move to accept a “Letter of Resignation” from Tiffany Arnold, Full-Time Food Service Worker, effective and retroactive to November 20, 2024.
- I. Move to accept a “Letter of Resignation” from Anna Martin, Part-Time Specialized Paraprofessional, effective and retroactive to November 17, 2024.
- J. Move to approve the following individual for the 2024-2025 Winter Sports Season, pending receipt of all required documentation, clearances, and disclosures. (Board Attachment)

Girls’ Wrestling	Volunteer Coach	Derek Thomas
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- K. Move to approve adding the following individuals to the ELCO volunteer listing for the 2024-2025 school year, (noting all required documentation, clearances, and trainings are on file), as listed:

Julie Lechner	Leslie Wohlbruck	Jasmine Mentzer
Jayden Grumbine	Mark Wesloskie	Jonathan Day
Marissa Giorgio	Dawson Ocker	

XVII. Curriculum Committee

- A. Move to approve a trip and travel request from Elaine Mathias, Business Manager, to travel and attend the PASBO Annual Conference to be held on March 11-14, 2025, at the Hershey Lodge, Hershey, PA.  
*Background: This is an annual conference. This item has been budgeted.*

XVIII. Policy Ad Hoc Committee

- A. Move to approve Policy 203 – Immunizations and Communicable Diseases 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 203.1 – HIV Infection for first reading. (Board Attachment)  
*Background: There is one minor language change permitting an employee to notify one of the listed individuals in the event of exposure to bodily fluids that present a reasonable risk of transmitting infection. The current policy requires notification of all individuals listed.*
- C. Move to approve Policy 209 – Health Examinations/Screenings 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 235.1 – Surveys for first reading. (Board Attachment)  
*Background: Revisions reflect the addition of email addresses to the list of information that is considered personal information on surveys.*
- E. Move to approve Policy 236 – Student Assistance Program 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 236.1 – Threat Assessment for first reading. (Board Attachment)  
*Background: Revisions include language changes including revised language for incident reporting to PDE and replacing the term “local police department” with “law enforcement agency” to align with school code. Additionally, a minor language change revises “Safe Schools Incident Reporting” to “School Safety and Security Incident Reporting”. Harassment was added to policy and School Code references were updated.*
- G. Move to approve Policy 239 – Foreign Exchange Students for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*

- H. Move to approve Policy 246 – School Wellness for first reading. (Board Attachment)  
*Background: Revisions include removal of language regarding annual reports made to the Board which is replaced with a triennial assessment to meet federal regulations. A reference to the Advisory Health Council was removed and greater flexibility was included for the selection of Wellness Committee members.*
- I. Move to approve Policy 247 – Hazing for first reading. (Board Attachment)  
*Background: Revisions include replacing the term “police” and “local police department” with “law enforcement” or “law enforcement agency” to align with School Code. Additionally, a minor language change revises “Safe Schools Reporting Requirements” to “School Safety and Security Incident Reporting”. Harassment was added to the policy and School Code references were updated.*
- J. Move to approve Policy 249 – Bullying/Cyberbullying for first reading. (Board Attachment)  
*Background: Revisions include the addition of harassment to the policy and a change in wording has been made to the “School Safety and Security Incident Report”, which was previously known as the “Safe School Report”.*
- K. Move to approve Policy 250 – Student Recruitment for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- L. Move to approve Policy 251 – Students Experiencing Homelessness, Foster Care and Other Educational Instability for first reading. (Board Attachment)  
*Background: Policy reviewed by committee. There are no language revisions; the review date will change.*
- M. Move to approve Policy 252 – Dating Violence for first reading. (Board Attachment)  
*Background: The policy revision includes the addition of harassment to the policy.*
- N. Move to approve Policy 254 – Educational Opportunity for Military Children for first reading. (Board Attachment)  
*Background: The policy revision includes an updated definition of “children of military families” to comply with School Code. The definition includes children of members of the National Guard or Reserve.*
- O. Move to approve Policy 005 – Organization for first reading. (Board Attachment)
- P. Move to approve Policy 006 – Meetings for first reading. (Board Attachment)

XIX. Finance Committee

- A. Move to grant authorization to pay bills that would normally come due during the month of December, with submission of a list of bills to be presented for approval in January, including General Fund, Food Service, Student Activity, Capital Project, and Capital Reserve Funds.  
*Background: Motion considered due to no scheduled second meeting in December.*
- B. Move to grant authorization to submit the Treasurer’s Report for approval in January that would normally be presented during the month of December.  
*Background: Motion considered due to no scheduled second meeting in December.*
- C. Move to approve an agreement with IU13 for OnBase Document Imaging Software at a cost of \$7,507.50. (Board Attachment)  
*Background: This is a service agreement with IU13 for a subscription access to OnBase Document Imaging Software License along with file storage space maintained and supported by the IU13. This is a budgeted expense.*
- D. Move to approve Change Order #29 to the High School Renovation and Additions project in the amount of \$9,169.63. (Board Attachment)  
*Background: Lobar GC-27 is for the locker room expansion providing for additional tile needed due to increased size of weight/cardio room.*

- E. Move to approve a contract with Mindy Nguyen, Speech/Language Pathologist, to provide Speech/Language services at a cost not to exceed \$90.00/hour. (Board Attachment)  
*Background: These contracted services will be used to provide Speech/Language services as required by students' IEPs. Services will begin December 3, 2024, with an end date on or before December 2, 2025. This position is being filled due to a permanent teacher on leave.*
- F. Move to approve a contract with Leanne Snyder, Speech/Language Pathologist, to provide Speech/Language services at a cost not to exceed \$90.00/hour. (Board Attachment)  
*Background: These contracted services will be used to provide Speech/Language services as required by students' IEPs. Services will begin December 3, 2024, with an end date on or before December 2, 2025. This position is being filled due to a permanent teacher on leave.*
- G. Move to approve a contract with Dr. Michelle Scesa, Speech/Language Pathologist to provide Speech/Language services at a cost not to exceed \$90.00/hour. (Board Attachment)  
*Background: These contracted services will be used to provide Speech/Language services as required by students' IEPs. Services will begin December 3, 2024, with an end date on or before December 2, 2025. This position is being filled due to a permanent teacher on leave.*
- H. Move to approve the establishment of the ELCO School District Girls' Wrestling Booster Club, effective and starting in the 2024-2025 school year, whose purpose is to support the Girls' Wrestling Team through fundraising and other approved activities that benefit the team. The Club will operate in accordance with the guidelines outlined in the submitted Bylaws, and will adhere to District Policy 915.  
*Background: Per Board Policy 915 the School Board shall approve auxiliary organizations. The Girls' Wrestling Booster Club Treasurer will be bonded at the school district cost.*

XX. Superintendent's Report

Upcoming Dates/Announcements:

- December 10, 2024 – 7:00 p.m. – Middle School Holiday Concert – HS Auditorium
- December 12, 2024 – 7:00 p.m. – Intermediate School Holiday Concert – HS Auditorium
- December 15, 2024 – 2:00 p.m. – High School Holiday Concert – HS Auditorium
- December 23 – January 1, 2025 – NO School for Students (K-12) – Winter Break
- January 2-3, 2025 – In-Service Days – (NO Students K-12)

XXI. 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.

XXII. Board Announcements/Comments

XXIII. Old Business

XXIV. New Business

XXV. Adjournment