

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

April 19, 2021

Virtual Meeting

FOR BOARD WORKSHOP ACTION

PERSONNEL COMMITTEE

1. RECOMMENDATION FOR APPROVAL OF 2021-2022 COACH

Recommend the approval of Sharon R. Mullin as Varsity Volleyball Coach for the 2021-2022 season.

BUSINESS AND FINANCE COMMITTEE

2. DISCUSSION OF LANCASTER COUNTY ACADEMY 2021-2022 PRELIMINARY BUDGET

Mr. Stoltzfus will lead a discussion of the 2021-2022 Lancaster County Academy Budget, as posted.

MISCELLANEOUS

3. SHARING OF 2021-2022 BOARD GOALS – DRAFT

Dr. Peart will share a draft of the 2021-2022 Board Goals as discussed and developed at the Board Retreat, as posted.

4. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership, as posted.

5. ADJOURNMENT TO EXECUTIVE SESSION

The Board will adjourn to Executive Session to discuss a matter involving the evaluation of performance of a specific public officer or employee employed or appointed by the School District.

**LANCASTER COUNTY ACADEMY
Proposed Budget - Summary
For Fiscal Year 2021-2022**

	<u>Budget</u> <u>2021-2022</u>	<u>Projections</u> <u>2020-2021</u>	<u>Budget</u> <u>2020-2021</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2016-2017</u>	<u>Actual</u> <u>2015-16</u>	<u>Actual</u> <u>2014-15</u>
<u>Revenues</u>									
Cost Per Slot	5,145	4,996	4,996	4,850	4,203	4,100	3,883	3,612	3,545
Local Revenues	378,963	362,306	354,935	358,875	374,723	363,285	347,667	360,211	368,555
State Revenues	10,176	8,550	8,729	8,220	8,313	8,081	9,333	8,654	8,680
Total Revenues	389,138	370,856	363,664	367,095	383,036	371,366	357,000	368,865	377,235
<u>Expenditures</u>									
Education Services	335,352	281,185	286,710	266,715	270,958	262,255	289,712	282,968	296,824
Instructional Support Services	4,425	5,393	2,915	1,274	1,690	1,958	2,093	895	2,959
Administrative Services	18,352	17,049	18,948	18,990	21,371	21,757	18,743	23,084	21,134
Business Services	3,904	3,975	5,022	5,017	5,137	5,017	6,064	5,122	5,608
Operation & Maintenance Services	18,150	13,049	51,000	42,153	51,646	50,429	49,996	49,903	48,869
Budgetary Reserve	1,000	-	1,000	-	-	-	-	-	-
Total Expenditures	381,183	320,651	365,595	334,149	350,802	341,416	366,608	361,971	375,393
Revenues Over/(Under) Expenditures	7,955	50,205	(1,931)	32,946	32,233	29,950	(9,608)	6,893	1,842
Fund Balance July 1	222,586	172,381	172,381	139,435	107,202	77,251	86,860	79,966	78,124
Fund Balance June 30	230,541	222,586	170,450	172,381	139,435	107,202	77,251	86,860	79,966
Fund Balance as % of Expenditures	60.5%	69.4%	46.6%	51.6%	39.7%	31.4%	21.1%	24.0%	21.3%

LANCASTER COUNTY ACADEMY
Proposed Budget - Revenue Detail
For Fiscal Year 2021-2022

	<u>Budget</u>	<u>Projections</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	
	<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-15</u>	
6000	<u>Local Revenue</u>									
9640	Receipts - Member Districts	376,413	360,088	349,685	344,050	364,023	356,700	337,821	350,402	356,411
	User Fee's	500	350	900	955	450	1,170	2,225	2,840	3,525
	Interest Income	50	20	750	2,986	4,418	152	167	162	148
	Contributions	2,000	1,848	2,100	1,999	1,430	2,963	2,610	2,466	1,361
	Tuition & Adult Services	-	-	-	-	-	450	1,500	4,056	6,044
	Miscellaneous, Capital Recovery Fee	-	-	1,500	1,341	4,401	1,850	3,344	285	1,067
	Refund of prior year expenditures	-	-	-	7,544	-	-	-	-	-
	Total Local Revenue	378,963	362,306	354,935	358,875	374,723	363,285	347,667	360,211	368,555
7000	<u>State Revenue</u>									
7810	State Share of FICA	10,176	8,550	8,729	8,220	8,313	8,081	9,333	8,654	8,680
	Total State Revenue	10,176	8,550	8,729	8,220	8,313	8,081	9,333	8,654	8,680
	Total Revenue	389,138	370,856	363,664	367,095	383,036	371,366	357,000	368,865	377,235

LANCASTER COUNTY ACADEMY
Proposed Budget - Expenditures Detail
For Fiscal Year 2021-2022

			<u>Budget</u>	<u>Projections</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	
			<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-16</u>	<u>2014-15</u>
1100	Education Services										
1100	115	Retirement/Termination Payout	-	-	-	-	-	-	15,263	-	-
1100	121	Salaries - Professional Staff	224,194	188,458	196,115	176,231	188,656	179,991	195,977	197,979	195,654
1100	151	Salaries - Part-time Secretary / Aides	36,833	30,063	27,103	33,683	23,675	26,285	23,605	27,421	26,280
1100	210	Life Insurance	355	148	150	145	145	145	268	268	268
1100	220	FICA	19,969	16,717	17,076	16,026	16,275	15,780	17,966	17,243	16,978
1100	230	Retirement	45,601	38,176	38,516	34,396	35,327	33,382	30,455	28,760	23,744
1100	240	Healthcare	-	-	-	-	-	-	-	2,445	23,158
1100	250	Unemployment Compensation	-	-	-	-	658	-	-	-	-
1100	260	Workers Comp	1,800	1,658	1,750	1,671	1,733	1,786	1,866	3,284	1,775
1100	290	Employer 403b Contributions	-	-	-	-	-	-	-	1,152	1,461
1100	320	Contracted Prof Svcs (STS)	-	-	-	-	-	600	-	-	67
1100	330	Contracted Computer Services	-	-	-	-	-	-	57	-	-
1100	430	Repair & Maintenance/Copier Services	2,600	2,582	2,400	2,349	2,307	1,322	1,286	1,590	1,354
1100	530	Communications	-	-	150	156	120	-	85	719	3,891
1100	580	Travel/Meetings	-	-	-	-	5	-	74	51	30
1100	610	General Supplies	3,000	2,027	1,200	1,342	340	851	542	628	266
1100	640	Books, Periodicals & Software	1,000	615	2,000	486	1,717	2,064	2,268	1,297	1,406
1100	750	Equipment	-	742	250	230	-	50	-	130	494
Total Education Services			335,352	281,185	286,710	266,715	270,958	262,255	289,712	282,968	296,824

LANCASTER COUNTY ACADEMY
Proposed Budget - Expenditures Detail
For Fiscal Year 2021-2022

			<u>Budget</u>	<u>Projections</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
			<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-16</u>	<u>2014-15</u>
2200	<u>Instructional Staff Services</u>										
	2220	438	Computer Repair Services	-		1,040	-	-	935	85	320
	2220	600	Computer Software	1,000	220	1,250	504	1,250	893	980	2,264
	2220	750	Technology Equipment	125	500	125	55	-	101	-	-
	2270	390	Staff Development	3,000	4,415						
	2270	580	Staff Development - Travel	300	258	500	715	440	963	178	375
			Total Instructional Staff Services	4,425	5,393	2,915	1,274	1,690	1,958	2,093	2,959
2300	<u>Administrative Services</u>										
	2310	330	Professional Services	-	-	-	-	20	-	-	-
	2310	523	Property, Liability and E & O Insurance	3,200	2,982	3,300	3,162	3,120	3,380	3,168	7,058
	2310	610	Supplies	200	550	500	129	921	575	188	125
	2500	330	Contracted Services - Audit	6,400	6,000	6,400	6,000	6,923	6,634	6,374	6,623
	2350	330	Contracted Services - Legal	2,000	2,018	600	516	590	221	641	74
	2360	111	Salary - Superintendent of Record	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	2360	220	FICA	153	153	153	153	153	153	153	153
	2360	230	Retirement	349	345	345	343	334	326	300	258
	2380	531	Telephone	-	776	1,900	1,571	1,893	1,930	1,789	1,319
	2380	531	Internet Access	-	-	100	50	988	3,274	238	715
	2380	531	Postage	300	55	300	138	307	172	350	338
	2380	540	Advertising	500	-	750	1,014	1,128	571	1,159	1,524
	2380	550	Printing	250	150	750	230	840	72	180	801
	2380	580	Travel/Meetings	500	250	850	348	1,366	840	207	229
	2380	610	Supplies	2,000	1,250	1,000	3,187	788	1,059	1,713	1,584
	2380	810	Membership Dues & Fees	500	520	-	149	-	550	283	283
			Total Administrative Services	18,352	17,049	18,948	18,990	21,371	21,757	18,743	23,084
2500	<u>Business Services</u>										
	2500	100	Business Manager	1,000	1,000	1,000	1,000	1,000	3,000	1,000	1,000
	2500	100	Payroll	2,000	2,000	2,000	2,000	2,000	230	2,000	2,000
	2500	220	FICA	230	230	230	230	230	489	230	230
	2500	230	Retirement	524	518	518	514	501		450	388
	2500	610	Supplies	100	95	1,200	1,228	1,112	1,137	881	1,361
	2500	810	Banking Dues & Fees	50	132	75	45	294	163	1,503	144
			Total Business Services	3,904	3,975	5,022	5,017	5,137	5,017	6,064	5,122
2600	<u>Operation and Maintenance of Plant Services</u>										
	2600	610	Supplies	-		600	-	530	255	390	521
	2600	400	Rent	14,950	12,400	48,000	42,000	37,745	35,948	35,948	35,948

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	<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2016-2017</u>	<u>2015-16</u>	<u>2014-15</u>
2620 620 Utilities	200		-	153	10,096	9,840	9,575	10,084	10,723
2620 400 Services	400	399	-	-	2,925	3,740	3,573	3,300	3,375
2620 610 Repair and Upgrade to HACC space	-	-	1,650	-	-	-	-	-	-
2620 610 Supplies	600	250	500	-	349	226	270	-	78
2620 810 Donation to Church (in lieu of rent)	2,000	-	250	-	-	420	240	50	50
Total Operation and Maintenance of Plant Services	18,150	13,049	51,000	42,153	51,646	50,429	49,996	49,903	48,869
5900 Total Budgetary Reserve	1,000	-	1,000	-	-	-	-	-	-
Total Expenditures	381,183	320,651	365,595	334,149	350,802	341,416	366,608	361,971	375,393

LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building

2021-2022 Board Goals
—DRAFT—
District Strategic Initiatives

1. Continue to be student-centered in the use of data to drive what we do instructionally, financially, and to address staffing needs.
2. Support and expect the continued utilization of effective instructional strategies and techniques to enhance student learning, achievement, and career and college readiness for all students.
 - Encourage and support the continued pedagogical growth of all staff as it pertains to both content and application in the classroom.
 - Continue to explore and implement the next generation of student instructional technologies that align with Building and District Comprehensive Plan Goals.
 - Continue to advance technology as a tool to continue improving the instructional practice of all educators.
 - Continue the utilization of a student advisory task force related to instruction, including the use of technology.
 - Identify, address, and support the academic needs of all learners.
3. Continue the prioritization and implementation of a long range plan aligned with the completed Feasibility Study addressing all District facilities.
 - Design and implement 21st century and innovative learning environments.
 - Continue to engage and update community stakeholders regarding the Long Range Planning Process.
 - Provide an overview and explanation of potential options.
 - Solicit feedback regarding options presented.
 - Prioritize capital projects in need of completion, as identified in the long range plan.

Board Driven Initiatives

1. Support the continued implementation of measures to address student needs that extend beyond the academic needs of the classroom, and receive updates regarding the student supports (TeenHope, Safe2Say, Mindfulness Training, Emotional Intelligence, Roots/Advisory Programs, Facility Dogs, etc.)
2. Support the implementation and refinement of the updated Comprehensive Plan, including building plans and associated professional development needs across the District.
3. Support the development of District leadership, with district administration, to assist with future transition.
4. Continue to expand and explore engaging the community through appropriate avenues for information sharing and gathering.
 - Opportunities may include information sharing and feedback regarding the Feasibility Study, as well as attending PTO meetings, back to school nights, civic group meetings, Lampeter Fair, sharing educational highlight videos with Townships, continuation of livestreaming Board meetings, etc.
5. Continue to review and update Board policies, procedures, and Administrative Regulations. Document traditional procedures and practices in an effort to maintain consistency across the District.
6. Continue to maintain legislative awareness and engage in communication with members of the legislature. Invite legislators to engage in education by attending a Board meeting, or hosting school visit(s) to engage in dialogue surrounding public education.
7. Continue to provide opportunities for Board communication and recognition of staff members for their contributions to serving the students of Lampeter-Strasburg School District. Continue to extend offer for staff to be recognized at a Board meeting, and explore additional opportunities to engage with staff members in an informal manner.
8. Maintain a focus on Board Excellence.
 - Continue to encourage Board participation in activities that promote PSBA's Principles for Governance and Leadership. (Examples to include: professional development opportunities relating to Board development, governance and self-evaluation, reach out to community members to serve on Board committees)
 - Workshop discussion—focus/review a PSBA principle on a monthly basis
 - Goal to commit to and/or accomplish one item in each category included on the Board Excellence “scorecard” to focus on accountability. Review Board Excellence “scorecard” quarterly.



Pennsylvania School Boards Association Principles for Governance and Leadership

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will...



Advocate Earnestly

- Promote public education as a keystone of democracy
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging members of local, state and federal legislative bodies



Lead Responsibly

- Prepare for, attend and actively participate in board meetings
- Work together in a spirit of harmony, respect and cooperation
- Participate in professional development, training and board retreats
- Collaborate with the Superintendent as the Team of 10



Govern Effectively

- Adhere to an established set of rules and procedures for board operations
- Develop, adopt, revise and review policy
- Align decisions to policy
- Differentiate between governance and management, delegating management tasks to administration
- Allocate finances and resources
- Ensure compliance with local, state and federal laws



Plan Thoughtfully

- Adopt and implement a collaborative comprehensive planning process, including regular reviews
- Set annual goals that are aligned with the comprehensive plan
- Develop a financial plan that anticipates both short and long-term needs
- Formulate a master facilities plan conducive to teaching and learning



Evaluate Continuously

- Utilize appropriate data to make informed decisions
- Use effective practices for the evaluation of the superintendent
- Assess student growth and achievement
- Review effectiveness of the comprehensive plan



Communicate Clearly

- Promote open, honest and respectful dialogue among the board, staff and community
- Encourage input and support for the district from the school community
- Protect confidentiality
- Honor the sanctity of executive session



Act Ethically

- Never use the position for improper benefit to self or others
- Act to avoid actual or perceived conflicts of interest
- Recognize the absence of authority outside of the collective board
- Respect the role, authority and input of the superintendent
- Balance the responsibility to provide educational programs with being stewards of community resources
- Abide by the majority decision

Represented by the signatures below, adoption of these principles assures the school board, individual school directors and chief school administrators adhere to the same principles across our commonwealth. Adopted on: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____