

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
September 3, 2019

President Melissa S. Herr called the meeting to order at 7:30 p.m. Dr. Kevin S. Peart opened the meeting with the Pledge of Allegiance.

PRESENT: Board Members, Mr. David J. Beiler, Mr. James H. Byrnes, Mrs. Melissa S. Herr, Mr. Scott J. Kimmel, Mr. Dustin D. Knarr, Mrs. Patricia M. Pontz, Mrs. Susan A. Rhoades; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Kathleen Boyce; Administrators, Mr. William E. Griscom, Jr., Dr. Benjamin J. Feeney, Dr. Scott K. Rimmer, Dr. Michele B. Westphal, Mr. Jamie P. Raum, Mrs. Alicia C. Kowitz, Dr. William M. Bray; Buildings and Grounds Director, Mr. Glenn R. Davis; Administrative Assistant, Mrs. Jeanne L. Hoffard; Student Representatives, Ms. Julia Smecker, Ms. Liana Howe; LSEA Representative, Mr. Matthew D. Shockey; News Reporter, Ms. Donna Walker; and visitors.

ABSENT: Board Members, Mr. Scott M. Arnst, Mrs. Audra R. Spahn.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mrs. Pontz moved and Mr. Byrnes seconded the motion to approve the Minutes of the regularly scheduled meetings of August 5 and August 19, 2019, with an addition to the August 19, 2019, Minutes indicating the attendance of a community representative, Mr. Mark Sellers, who provided comment during the discussion of municipal representation on the Board of School Directors.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Ms. Karen Devine, PSBA representative, recognized Mr. James H. Byrnes and Mr. Scott M. Arnst for 24 years and 8 years of service, respectively, as members of the Lampeter-Strasburg School District Board of School Directors.

Dr. Peart shared the following communications:

1. Edwards, Angela M. – a letter of resignation.
2. Smith, Kimberly – a letter requesting a leave of absence.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

Mr. Stoltzfus read the treasurer's report as attached to these Minutes.

Thereafter, Mr. Kimmel moved and Mr. Byrnes seconded the motion to accept the treasurer's report as submitted and to approve the payment of bills for the General Fund in the amount of \$1,984,407.15 (with the exception of check 112919), Cafeteria Fund checks in the amount of \$22,575.64, High School Athletic Fund checks in the amount of \$4,000, Athletic Account Officials in the amount of \$1,924.10, and Capital Reserve Fund checks in the amount of \$31,202.50.

A voice vote was unanimous in favor of the motion.

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve General Fund check 112919.

A voice vote was 6:0:1 in favor of the motion. Mrs. Pontz abstained from the vote.

ACADEMIC COMMITTEE – Mrs. Patricia M. Pontz, Chairperson

No report.

BUILDINGS AND GROUNDS COMMITTEE – Mr. David J. Beiler, Chairperson

Mr. Beiler reported that the Committee met on August 19, 2019, and discussed a request from a local tour company to utilize Walnut Run School. Mr. Davis provided an update on softball field improvements, as well as various items to be completed for the start of the school year. An update was provided on the fuel tank project with West Lampeter Township for fuel sharing. Mr. Stoltzfus provided an update on the feasibility study report. New field house lockers have been installed.

BOARD OF REVIEW COMMITTEE – Mrs. Melissa S. Herr, Chairperson

No report.

FINANCE COMMITTEE – Mr. Scott J. Kimmel, Chairperson

No report.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Mr. Byrnes reported that the Committee recommended approval of tonight's agenda items and also all add-on items.

CURRICULAR ISSUES AND FEDERAL PROGRAMS – Dr. Andrew M. Godfrey, Representative

Dr. Godfrey reported that reading and mathematics assistants returned to school today and that all services will moving forward in the near future.

STUDENT REPRESENTATIVES - Ms. Julia Smecker, Ms. Liana Howe

Ms. Smecker reported a great start to the 2019-2020 school year at Lampeter-Strasburg High School. A successful picture day and health screening occurred. Back-to-School night will be held soon, as well as the Senior Blood Drive and the Fair Queen Competition. Homecoming events are planned, fall sports are underway, and several new courses have been made available to students.

Ms. Howe reported that Lampeter Elementary School students have had a successful return to school and Back-to-School Night occurs soon. Hans Herr Elementary School also had a great start with a focus on school-wide positive behavior. At Martin Meylin Middle School, sixth grade students attended orientation and a new assistant principal was named. Students are looking forward to Block Parties!

APPROVAL OF RESIGNATION

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve a resignation from Angela M. Edwards, principal's secretary, Lampeter Elementary School, effective September 6, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – PROFESSIONAL

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve the employment of Alicia M. Miller, a long-term substitute employee assigned as a learning support teacher. Her daily compensation will be on \$260.85 based upon Step 1, Level B, of the District compensation agreement. Ms. Miller will be assigned to Hans Herr Elementary School, effective at the beginning of the 2019-2020 school year and will be employed for the duration of the 2019-2020 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – SUPPORT

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve the employment of the following individuals in support or non-permanent positions:

- a. James L. Clark to be employed as a cafeteria assistant at Lampeter Elementary School. Mr. Clark will become a category E support employee and will be compensated at \$11 per hour retroactively effective on August 21, 2019.
- b. Linda M. Irwin to be employed as a special education assistant at Hans Herr Elementary School. Ms. Irwin will become a category C support employee and will be compensated at \$11.89 per hour retroactively effective on August 19, 2019.

- c. Meghan N. Oyler to be employed as a SACC aide at Lampeter Elementary School. Ms. Oyler will become a category C support employee and will be compensated at \$10.69 per hour retroactively to on or about August 28, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGES TO SUPPLEMENTAL CONTRACTS

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve additions/deletions to supplemental contracts, as follows:

a.	Kristin Novak	Band – Marching – HS – Drill Instruction – 50%	\$ 522.38	Addition
b.	Megan Burkholder	Mentor – Elementary – Alicia Miller	\$ 750.00	Addition
c.	Gerard Kaufhold	Mentor – District – Special Education Consultant - TBA	\$ 750.00	Addition
d.	Alicia Miller	Special Education	\$1,380.00	Addition
e.	Lyndsey Keener	Special Education – 50%	\$ 690.00	Addition
f.	Laura Fehrenbacher	Odyssey of Mind – Martin Meylin – 25%	\$ 646.75	Deletion

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve substitutes in their respective capacities, as follows:

Certified Substitutes

Pray, Lori A. Elementary (K-6)

Emergency Certified Substitutes

Natale, Cheyanne Elementary Only
 Slaugh, John F. All Subject Areas

Support Staff Substitutes

Clark, James L.
 Willig, Natalie C.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGE OF STATUS

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve a change of employment status for Trudy M. Doolittle, special education assistant, Martin Meylin Middle School. Ms. Doolittle will become a 10-month attendance secretary at Lampeter-Strasburg High School effective on September 16, 2019. She will become a category B support employee and will be compensated at \$12.25 per hour.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LEAVE OF ABSENCE

Mrs. Rhoades moved and Mr. Beiler seconded the motion to approve a leave of absence for Kimberly B. Smith, second grade teacher, Lampeter Elementary School effective from the beginning of the 2019-2020 school year to January 2, 2020.

A voice vote was unanimous in favor of the motion.

APPROVAL OF IU13 SCHOOL SAFETY/SECURITY CONSULTATIVE SERVICES AGREEMENT

Mr. Beiler moved and Mr. Knarr seconded the motion to approve the IU13 School Safety/Security Consultative Services Agreement at a cost of \$1,400 for the 2019-2020 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICIES (SECOND READING) AS PART OF PSBA POLICY REVIEW

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve updated policies (second reading) as part of PSBA policy review, as attached to these Minutes:

- a. Policy 800 Records Management
- b. Policy 800.1 Electronic Records/Signatures
- c. Policy 801 Public Records
- d. Policy 802 School Organization
- e. Policy 803 School Calendar
- f. Policy 804 School Day
- g. Policy 805 Emergency Preparedness
- h. Policy 805.1 Relations with Law Enforcement Agencies
- i. Policy 806 Child Abuse
- j. Policy 807 Opening Exercises/Flag Displays
- k. Policy 808 Food Services
- l. Policy 808.1 Free and Reduced Price Meals
- m. Policy 808.2 Code of Conduct – Food Service
- n. Policy 810 Transportation
- o. Policy 810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers
- p. Policy 810.2 Transportation – Video/Audio Recording
- q. Policy 810.3 School Vehicle Drivers
- r. Policy 811 Bonding
- s. Policy 812 Property Insurance
- t. Policy 813 Other Insurance
- u. Policy 814 Copyright Material
- v. Policy 815 Acceptable Use of Internet, Computers and Network Resources
- w. Policy 815.1 Personal Technology Devices
- x. Policy 818 Contracted Services Personnel
- y. Policy 819 Suicide Awareness, Prevention and Response
- z. Policy 822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
- aa. Policy 823 Naloxone
- bb. Policy 824 Maintaining Professional Adult/Student Boundaries
- cc. Policy 827 Conflict of Interest
- dd. Policy 828 Fraud
- ee. Policy 830 Breach of Computerized Personal Information

A voice vote was unanimous in favor of the motion.

APPROVAL OF UPDATED POLICIES (SECOND READING)

Mrs. Rhoades moved and Mr. Byrnes seconded the motion to approve policies (second reading), as attached to these Minutes:

- a. Policy 011 Principles for Governance and Leadership
- b. Policy 150 Title I – Comparability of Services
- c. Policy 323 Tobacco/Nicotine
- d. Policy 707 Use of School Facilities

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICIES (FIRST READING) AS PART OF PSBA POLICY REVIEW

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve policies (first reading) as part of PSBA policy review:

- a. Policy 901 Public Relations Objectives
- b. Policy 902 Publications Program
- c. Policy 903 Public Participation in Board Meetings
- d. Policy 904 Public Attendance at School Events
- e. Policy 905 Citizen Advisory Committees
- f. Policy 906 Public Complaint Procedures
- g. Policy 907 School Visitors
- h. Policy 908 Relations with Parents/Guardians
- i. Policy 909 Municipal Government Relations
- j. Policy 910 Community Engagement
- k. Policy 911 News Media Relations
- l. Policy 912 Relations with Educational Institutions
- m. Policy 913 Nonschool Organizations/Groups/Individuals
- n. Policy 913.1 Commercial Sponsorship Agreements
- o. Policy 914 Relations with Intermediate Unit

- p. Policy 916 Volunteers
- q. Policy 917 Parental/Family Involvement
- r. Policy 918 Title I Parent and Family Engagement

A voice vote was unanimous in favor of the motion.

APPROVAL OF UPDATED POLICIES (FIRST READING)

Mr. Byrnes moved and Mr. Knarr seconded the motion to approve Policy 004 Membership (first reading).

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2020 PSBA SLATE OF CANDIDATES

Following discussion, Mr. Byrnes moved and Mr. Beiler seconded the motion to approve the 2020 PSBA Slate of Candidates, as follows:

- a. President Elect: Art Levinowitz
- b. Vice President David Hein
- c. Section 7 Advisor Tricia Steiner
- d. PSBA Insurance Trust Kathy W. Swope
 (May Vote for 2) Mark B. Miller

A voice vote was unanimous in favor of the motion.

APPROVAL OF FIELD TRIPS

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve field trips items a, b, and c, as follows:

- a. Ski and Snowboard Club to Ski Sawmill, Morris, Pennsylvania, from January 4 to January 5, 2020.
- b. Ski and Snowboard Club to Jay Peak Mountain Resort, Westfield, Vermont, from February 14 to February 16, 2020.
- c. Lampeter-Strasburg High School Trip to Germany from March 28 to April 4, 2021.

A voice vote was unanimous in favor of the motion.

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve field trip item d, as follows:

- d. Outdoor Club to Lancaster County Conservancy, Climber’s Run, from September 21 to September 22, 2019.

A voice vote was unanimous in favor of the motion.

Mr. Byrnes moved and Mrs. Rhoades seconded the motion to approve field trip item e, as follows:

- e. Outdoor Club to Pigeon Key Marine Science Center, Pigeon Key, Florida, from June 13 to June 19, 2020.

A voice vote was unanimous in favor of the motion.

OLD BUSINESS

Dr. Peart reminded the Board of the upcoming PSBA Conference to be held from October 16 to 18, 2019, which conflicts with a request from the Willow Valley Republican Club for a presentation at their meeting on October 17, 2019. The Board requested that Dr. Peart request a date from the club that does not conflict with the conference.

NEW BUSINESS

A reminder was provided to the Board to notify the Board Secretary of their desired attendance at the PSBA Conference from October 16 to 18, 2019, for either the full conference or for a single day.
 A reminder was provided to the Board to contact Mrs. Anne Harnish in order to sign up for a time slot in the booth at the Lampeter Fair.

A reminder was provided to the Board of a blood drive to be held on September 11, 2019, at Lampeter-Strasburg High School from 4:00 p.m. to 8:00 p.m. to benefit students in need.

OPPORTUNITY FOR PUBLIC COMMENT

No comment.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Jeanne L. Hoffard
Secretary