

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
April 1, 2019

Vice President Patricia M. Pontz 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. Scott M. Arnst, Mr. James H. Byrnes, Mr. Scott J. Kimmel, Mrs. Patricia M. Pontz, Mrs. Susan A. Rhoades, Mrs. Audra R. Spahn; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Kathleen Boyce; Administrators, Mrs. Karen L. Staub, Mr. William E. Griscom, Jr., Dr. Benjamin J. Feeney, Dr. Scott K. Rimmer, Dr. Michele B. Westphal, Mr. Jamie P. Raum, Mr. Gregory J. Fantazzi, Dr. William M. Bray, Dr. Jeffrey T. Smecker; Athletic Director, Dr. Branden M. Lippy; Buildings and Grounds Director, Mr. Glenn R. Davis; Administrative Assistant, Mrs. Jeanne L. Hoffard; Student Representatives, Mr. Pierson Castor, Miss Julia Smecker; News Reporter, Mr. David Griffith; and visitors.

ABSENT: Board Members, Mr. David J. Beiler, Mrs. Melissa S. Herr, Mr. Dustin D. Knarr.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve the Minutes of the regularly scheduled meetings of March 4 and March 18, 2019.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Dr. Feeney and Mrs. Rhoades recognized March Students of the Month from Lampeter-Strasburg High School, as well as National Scholastic Art winners.

Mr. Raum and Mrs. Rhoades recognized March Students of the Month from Martin Meylin Middle School.

Dr. Smecker and Mrs. Rhoades recognized the Pioneers of the Week from Hans Herr Elementary School, as well as the third, fourth and fifth grade Stem Bowl teams.

Dr. Peart shared the following communications:

1. Bomberger, Kelsey B. – a letter requesting a leave of absence.
2. Dodson, Jo Carole – a letter requesting a leave of absence.
3. Eddy, Darcy J. – a letter of resignation.
4. John, Katherine Y. – a letter of resignation.
5. McConnell, Becky L. – a letter requesting a leave of absence.
6. Moyer, Nancy J. – a letter of resignation.
7. Scignoli, Krystin A. – a letter requesting a leave of absence.
8. Stoltzfus, Derek N. – a letter of resignation.

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 \$3,909,405.20 (with the exception of check 112038, Cafeteria Fund checks in the amount of \$53,989.35, High School Athletic Fund checks in the amount of \$4,441.50, Athletic Account Officials in the amount of \$1,307.60, and Capital Reserve Fund checks in the amount of \$29,137.81.

A voice vote was unanimous in favor of the motion.

Mrs. Rhoades moved and Mr. Byrnes seconded the motion to approve General Fund check 112038.

A voice vote was 5:0:1 in favor of the motion. Mrs. Pontz abstained from the vote.

ACADEMIC COMMITTEE – Mrs. Patricia M. Pontz, Chairperson

Mrs. Pontz reported that the Committee met on March 11, 2019, and recommended all Academic Committee items listed on tonight's agenda. The Music Department (K-12) presented their program and instruction. Dr. Godfrey and Dr. Peart spoke regarding the TeenHope program. Dr. Peart offered his annual academic staffing report. Information was provided regarding the Safe to Say program.

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

Mr. Stoltzfus reported that the Committee met on March 18, 2019, and reviewed capital reserve projects updating many items. Mr. Davis provided an update on the bleacher wrap project and a review of the high school chiller installation. An update was provided on the Feasibility Study.

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

No report.

FINANCE COMMITTEE – Mr. Scott J. Kimmel, Chairperson

Mr. Kimmel reported that the Committee will meet on April 23, 2019, at 6:30 p.m. in the Administration Building Board Room.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Mr. Byrnes reported that the Committee met tonight and recommends all Personnel Committee agenda items, as well as an add-on item.

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

Dr. Godfrey reported that Family Math Night was held during the week of March 25, 2019.

LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER – Mr. James H. Byrnes, Representative

Mr. Byrnes reported that the Lancaster County Career and Technology Center Board met on March 28, 2019, and Minutes will be provided in the near future.

STUDENT REPRESENTATIVES - Mr. Pierson Castor, Ms. Julia Smecker

Ms. Smecker reported that Lampeter Elementary School kicked off the annual service learning project on March 29, 2019, which is writing to soldiers to thank them for their service to our country. Lampeter Elementary School students also enjoyed the Young Author's visit on March 12 and 13, 2019. Grandparent visitation was held on March 18, 19, and 20, 2019.

At Hans Herr Elementary School students interacted with the cast members of the Lampeter-Strasburg High School musical production. At Martin Meylin Middle School, both the Odyssey of the Mind team and the MathCounts team placed successfully in competitions. The State Geography Bee was held as well as the Pioneer Pride Assembly.

Mr. Castor reported that the spring sports season had begun for high school athletes. The musical production, *The Secret Garden*, was successfully held. Three students qualified as National Merit Scholarship finalists. The FFA banquet was held, as well as Talent for Change and the Pioneer of the Year competition. Students and staff participated in the Stop the Bleed and Alice training. Mrs. Sarah Stuart, the Lampeter-Strasburg High School nurse, obtained a Healthy School grant.

APPROVAL OF RESIGNATIONS

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve resignations from the following individuals:

- a. Darcy J. Eddy, van aide, Lampeter-Strasburg School District, retroactively effective to March 29, 2019.
- b. Katherine Y. John, reading assistant, Hans Herr Elementary School, effective at the end of the 2018-2019 school year.

- c. Nancy J. Moyer, reading assistant, Hans Herr Elementary School, effective at the end of the 2018-2019 school year.
- d. Derek N. Stoltzfus, second shift lead custodian, Martin Meylin Middle School, retroactively effective to March 22, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – SUPPORT

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve Thomas A. Pivovarnik to be employed as an extended substitute custodian at Martin Meylin Middle School retroactively effective from December 10, 2018, to March 29, 2019. Mr. Pivovarnik will be compensated at \$10.85 per hour during this time period.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGE OF STATUS

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve a change of employment status for the following individuals:

- a. John E. Brands, van aide, Lampeter-Strasburg School District. Mr. Brands will assume additional duties as a personal care assistant for Hans Herr Elementary School and as a van driver for Lampeter-Strasburg School District retroactively effective to March 11, 2019. Mr. Brands will become a category C support employee. He will continue to be compensated at \$12.64 per hour in his position as a van aide. He will be compensated at \$12.65 per hour as a personal care assistant and at \$12.50 as a van driver.
- b. Debra A. Pantano, special education assistant and van aide, Lampeter-Strasburg High School. Ms. Pantano will increase her annual scheduled hours to 1,448 through an increase in hours as a van aide, effective on April 1, 2019. She will remain a category C support employee compensated at \$10.86 per hour as a van aide and at \$10.85 as a special education assistant.
- c. Latecia Seibel, second shift custodian, Martin Meylin Middle School. Ms. Seibel, will act as the second shift lead custodian at Martin Meylin Middle School on a temporary basis effective on April 1, 2019, until a date to be determined. Ms. Seibel will remain a category A1 support employee and will be compensated at \$18.02 per hour while acting in this capacity.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LEAVES OF ABSENCE

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve leaves of absence for the following individuals:

- a. Kelsey B. Bomberger, third grade teacher, Hans Herr Elementary School, for the duration of the 2019-2020 school year.
- b. Jo Carole Dodson, third grade teacher, Hans Herr Elementary School from April 1, 2019, to May 28, 2019.
- c. Becky L. McConnell, Spanish teacher, Lampeter-Strasburg High School, for the duration of the 2019-2020 school year.
- d. Krystin A. Scignoli, special education teacher, Lampeter-Strasburg High School, from on or about April 22, 2019, to on or about May 6, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve 2018-2019 substitutes in their respective capacities:

<u>Certified Substitute</u>	
Malcolm, Leslie K.	Elementary (K-6)
Parker, Alanna Z.	Elementary (PK-4)

Support Substitute

Jenkins, Heidi L.
Bowermaster, Janice D.

Nurse, Nurse Assistant Only

A voice vote was unanimous in favor of the motion.

APPROVAL OF VOLUNTEERS

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve 2018-2019 volunteers:

Firestone, Ryan D.
Garrett, Kim E.
Koerner, Kimberly A.
Pantano, Kimberly A.
Pepe, Anthony R.
Pray, Darren

A voice vote was unanimous in favor of the motion.

APPROVAL OF MICROSOFT/LANCASTER-LEBANON IU13 AGREEMENT

Mr. Kimmel moved and Mrs. Spahn seconded the motion to approve a five year contract (August 1, 2019 - July 31, 2024) for the Enrollment for Education Solutions (EES) Program with Microsoft and Lancaster-Lebanon Intermediate Unit 13 in the amount of \$126,285.25, paid in annual installments of \$25,257.05.

A voice vote was unanimous in favor of the motion.

DISCUSSION OF 2019-2020 LANCASTER-LEBANON IU13 GENERAL OPERATING BUDGET

Mr. Stoltzfus led a discussion of the 2019-2020 Lancaster-Lebanon IU13 General Operating Budget.

APPOINTMENT OF LOCAL AUDITOR

Mr. Kimmel moved and Mr. Byrnes seconded the motion to approve the appointment of BBD, LLP, to perform the audit of District financial records for the fiscal year concluding June 30, 2019, at a fixed fee of \$21,500.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTE TEACHER SERVICE AGREEMENT FOR A HOMEBOUND INSTRUCTOR

Mr. Byrnes moved and Mrs. Rhoades seconded the motion to approve a two-year renewal agreement with Substitute Teacher Service for a homebound instructor from July 1, 2019, through June 30 2021.

A voice vote was unanimous in favor of the motion.

APPROVAL OF AN AFFILIATION AGREEMENT

Mrs. Spahn moved and Mr. Arnst seconded the motion to approve an affiliation agreement with Messiah College for a School Counseling Intern in the fall of 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF A MEMORANDUMS OF UNDERSTANDING

Mr. Byrnes moved and Mrs. Spahn seconded the motion to approve a Memorandum of Understanding with Samaritan Counseling Center for the TeenHope program.

A voice vote was unanimous in favor of the motion.

Mrs. Rhoades moved and Mrs. Spahn seconded the motion to approve a Memorandum of Understanding with Lancaster County Head Start for services for children and families.

A voice vote was unanimous in favor of the motion.

APPROVAL OF A PARTICIPATION AGREEMENT

Mrs. Spahn moved and Mr. Arnst seconded the motion to approve a participation agreement with the West Lampeter YMCA providing a summer reading program for Title I students.

A voice vote was unanimous in favor of the motion.

APPROVAL OF THE DISTRICT'S CHAPTER 339 PLAN

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve the Lampeter-Strasburg School District's Chapter 339 plan.

A voice vote was unanimous in favor of the motion.

APPROVAL OF REVISED 2019-2020 SCHOOL CALENDAR

Mr. Kimmel moved and Mrs. Rhoades seconded the motion to approve a revised 2019-2020 school calendar, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

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

Mr. Kimmel moved and Mr. Arnst seconded the motion to approve updated policies as part of PSBA policy review (first reading).

- a. Policy 701 Facilities Planning
- b. Policy 702 Gifts, Grants, Donations
- c. Policy 703 Sanitary Management
- d. Policy 704 Maintenance
- e. Policy 705 Safety
- f. Policy 706 Property Records
- g. Policy 707 Use of School Facilities
- h. Policy 708 Lending of Equipment and Books
- i. Policy 709 Building Security
- j. Policy 709.1 Video Surveillance
- k. Policy 710 Use of Facilities by Staff
- l. Policy 713 Vandalism
- m. Policy 716 Integrated Pest Management
- n. Policy 717 Cellular Telephones
- o. Policy 717.1 District Owned Mobile Technology Devices
- p. Policy 718 Service Animals in Schools

A voice vote was unanimous in favor of the motion.

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

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

- a. Policy 601 Fiscal Objectives
- b. Policy 602 Budget Planning
- c. Policy 603 Budget Preparation
- d. Policy 604 Budget Adoption
- e. Policy 605 Tax Levy
- f. Policy 606 Tax Collection
- g. Policy 607 Tuition Income
- h. Policy 608 Bank Accounts
- i. Policy 609 Investment of District Funds
- j. Policy 610 Purchases Subject to Bid/Quotation
- k. Policy 611 Purchases Budgeted
- l. Policy 612 Purchases Not Budgeted
- m. Policy 613 Cooperative Purchasing
- n. Policy 614 Payroll Authorization
- o. Policy 615 Payroll Deductions
- p. Policy 616 Payment of Bills

- q. Policy 617 Petty Cash
- r. Policy 618 Student Activity Funds
- s. Policy 619 District Audit
- t. Policy 620 Fund Balance
- u. Policy 621 Local Taxpayer Bill of Rights
- v. Policy 622 GASB Statement 34
- w. Policy 624 Taxable Fringe Benefits
- x. Policy 625 Procurement Cards
- y. Policy 626 Federal Fiscal Compliance
- z. Policy 626 Procurement Procedure Attachment
- aa. Policy 626.1 Travel Reimbursement – Federal Programs

A voice vote was unanimous in favor of the motion.

APPROVAL OF FIELD TRIP

Mrs. Rhoades moved and Mr. Arnst seconded the motion to approve a field trip for Lampeter-Strasburg High School students to Spain from April 3 to April 12, 2020.

A voice vote was unanimous in favor of the motion.

OLD BUSINESS

Mrs. Pontz reminded Board members that the PSBA Board survey should be completed no later than Friday, April 5, 2019.

OPPORTUNITY FOR PUBLIC COMMENT

No comment.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:35 p.m. for discussion of a student matter.

MEETING RECONVENED AND ADJOURNED

The meeting reconvened and was properly adjourned at 9:08 p.m.

Jeanne L. Hoffard
Secretary