

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
March 4, 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. Dustin D. Knarr, 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; Administrators, 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; Administrative Assistant, Mrs. Jeanne L. Hoffard; Student Representative, Miss Julia Smecker; LSEA Representative, Mr. Matthew D. Shockey; News Reporter, Mr. David Griffith; and visitors.

ABSENT: Board Members, Mr. Scott M. Arnst, Mr. Scott J. Kimmel.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve the Minutes of the regularly scheduled meetings of February 4 and February 19, 2019.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Mr. Knarr and Dr. Smecker recognized February Pioneers of the Week from Hans Herr Elementary School.

Mr. Knarr and Mr. Raum recognized February Students of the Month and Pioneer Pride student from Martin Meylin Middle School.

Mr. Knarr and Dr. Feeney recognized February Students of the Month from Lampeter-Strasburg High School.

Dr. Godfrey presented a video highlighting the Lampeter-Strasburg School District music program.

Dr. Peart shared the following communications:

1. Buch, Denise K. – a letter of resignation.
2. Bard, Maya E. – a letter requesting a sabbatical leave of absence.
3. Calhoun, Denise M. – a letter of resignation.
4. Donato, Anna H. – a letter of resignation.
5. Esh, Calvin E. – a letter of resignation.
6. Grabowski, John T. – a letter of resignation.
7. Hoffard, Jeanne L. – a letter of resignation.
8. Hoover, Matthew T. – a letter requesting a leave of absence.
9. Landis, Erin R. – a letter requesting a leave of absence.
10. Lau, Elisabeth D. – a letter requesting a leave of absence.
11. McCullough, Linda M. – a letter of resignation.
12. Scharoun, Amber J. – a letter requesting a leave of absence.
13. Snyder, Brittany N. – a letter of resignation.
14. Stoltzfus, Cheryl L. – a letter requesting a leave of absence.
15. Young, Linda A., Ed.D. – 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. Byrnes moved and Mrs. Spahn 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 \$5,328,526.24 (with the exception of check 111898), Cafeteria Fund checks in the amount of \$66,845.13, High School Athletic Fund checks in the amount of \$3,213.80, Athletic Account Officials in the amount of \$2,102.60, and Capital Reserve Fund checks in the amount of \$62,071.08.

A voice vote was unanimous in favor of the motion.

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve General Fund check 111898.

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 February 19, 2019, and reviewed bid results for bleacher wrap. Mr. Davis updated the Committee on HVAC progress on the Lampeter-Strasburg High School competition gymnasium and performing arts center. An update on progress on the Feasibility Study was provided.

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

No report.

FINANCE COMMITTEE – Mr. Scott J. Kimmel, Chairperson

Mr. Stoltzfus reported that the Committee met on February 25, 2019, and reviewed budget projections. An additional Finance Committee meeting has been scheduled for April 23, 2019.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Mr. Byrnes reported that the Committee met this evening and recommended all personnel agenda items for approval.

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

Dr. Godfrey reported that that eight parents have expressed interest in attending the IU13 Federal Programs Conference.

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

Ms. Smecker reported that Lampeter Elementary School students participated in Read Across American and celebrated with Dr. Seuss activities. The PTO coordinated the annual book swap. At Hans Herr Elementary School grandparents of third grade students were welcomed. Students participated in the STEM Bowl.

At Martin Meylin Middle School, the Sweetheart Dance was held, as well as the PTO Dodgeball Tournament. The MathCounts team won fourth place overall in competition. The spring Book Fair was held.

At Lampeter-Strasburg High School, seven senior students signed athletic letters of intent and the spring Back-to-School Night was held. Varsity Club sponsored the winter dance, and FFA held numerous interesting events. On February 28, 2019, students participated in a mental health assembly. The winter sports season has been very successful. The STEM team won the design challenge in competition. The spring musical will be performed next weekend.

APPROVAL OF RESIGNATIONS

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

- a. Denise K. Buch, health/physical education teacher, Martin Meylin Middle School, effective on July 1, 2019.
- b. Denise M. Calhoun, fifth grade teacher, Hans Herr Elementary School, effective on the last contracted day of the 2018-2019 school year.
- c. Anna H. Donato, food service director, Lampeter-Strasburg School District, effective on June 30, 2019.

- d. Calvin E. Esh, language arts teacher, Lampeter-Strasburg High School, effective on the last contracted day of the 2018-2019 school year.
- e. John T. Grabowski, kitchen helper, Hans Herr Elementary School, effective on the last student day of the 2018-2019 school year.
- f. Jeanne L. Hoffard, administrative assistant to the superintendent, Lampeter-Strasburg School District, effective on October 31, 2019.
- g. Linda M. McCullough, SACC Director, Lampeter Elementary School, effective on June 30, 2019.
- h. Brittany N. Snyder, first grade teacher, Lampeter Elementary School, effective on the last contracted day of the 2018-2019 school year.
- i. Linda A. Young, reading supervisor, Lampeter-Strasburg School District, effective on the last contracted day of the 2018-2019 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – SUPPORT

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve the employment of the following individuals in support or temporary positions:

- a. Kenna M. House, as a personal care assistant at Martin Meylin Middle School. Ms. House will become a category C support employee and will be compensated at \$11.50 per hour retroactively effective on February 19, 2019.
- b. Lauren J. Maffett, as a Title I mathematics assistant at Hans Herr Elementary School. Ms. Maffett will become a category E support employee and will be compensated at \$14.79 per hour retroactively effective on February 14, 2019.
- c. Cheryl L. Marcroft, as a personal care assistant at Martin Meylin Middle School. Ms. Marcroft will become a category D support employee and will be compensated at \$11.90 retroactively effective on February 25, 2019.
- d. Angela J. Minney, as a receptionist/secretary at Martin Meylin Middle School. Ms. Minney will become a category C support employee and will be compensated at \$12.50 per hour retroactively effective on February 25, 2019.
- e. Greta R. Short, as a swimming assistant at Lampeter Elementary School. Ms. Short will become a category E support employee and will be compensated at \$13 per hour retroactively effective to February 22, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGE OF STATUS

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

- a. Mary K. Batdorf, custodian, Hans Herr Elementary School. Ms. Batdorf will act as the second shift lead custodian at Hans Herr Elementary School on a temporary basis retroactively effective to February 11, 2019, until a date to be determined. Ms. Batdorf will remain a category A1 support employee and will be compensated at \$12.08 per hour will acting in this capacity.
- b. Julie P. Garcia, SACC assistant group supervisor, Hans Herr Elementary School. Ms. Garcia has accepted an increase in annual hours from 800 to 1,000, effective on March 4, 2019. She will remain a category D support employee and will continue to be compensated at \$14.30 per hour.
- c. Yashira Marti-Quinones, SACC assistant group supervisor, Lampeter Elementary School. Ms. Marti-Quinones has accepted an increase in annual hours from 600 to 800. She will become a category D support employee effective on March 4, 2019, and will continue to be compensated at \$11.50 per hour.
- d. Kristine M. Smokowicz, SACC group supervisor, Lampeter Elementary School. Ms. Smokowicz has accepted an increase in annual hours from 800 to 1,000, effective March 4, 2019. She will remain a category D support employee and will continue to be compensated at \$11.30 per hour.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LEAVES OF ABSENCE

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

- a. Matthew T. Hoover, fifth grade teacher, Hans Herr Elementary School, effective from on or about May 6, 2019, to on or about May 27, 2019.
- b. Erin R. Landis, custodian, Administration Building, effective from March 6, 2019, to about March 25, 2019.
- c. Elisabeth D. Lau, special education teacher, Martin Meylin Middle School, effective from March 15, 2019, to on or about April 8, 2019.
- d. Amber J. Scharoun, emotional support assistant, Martin Meylin Middle School, retroactively effective from February 13, 2019, to on or about April 1, 2019.
- e. Cheryl L. Stoltzfus, van driver, Lampeter-Strasburg School District, retroactively effective from February 1, 2019, to February 22, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SABBATICAL LEAVE OF ABSENCE

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve a half-year, half-pay sabbatical leave of absence for Maya E. Bard, for the first semester of the 2019-2020 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUPPLEMENTAL CONTRACTS

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve a 2018-2019 supplemental contract to be awarded to Michael McConomy – Lacrosse – Boys – 1st Assistant – 70% - \$2,851.24.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

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

Certified Substitutes

Donall, Laura R.	Music (PK-12)
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Emergency Certified Substitutes

Brown, Ronald J.	Secondary
Minder, Cora R.	All Subject Areas
Witwer, Laura K.	All Subject Areas

Support Staff Substitutes

Benner, Elaine T.
 Horner, Tara E.
 Mutombo, Antoinette K.
 Schoff, Kimberly A.

A voice vote was unanimous in favor of the motion.

APPROVAL OF VOLUNTEERS

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve the following individuals as 2018-2019 volunteers:

Delaney, K. Chantelle
 Ferretti, Jill M.
 Hostetler, Douglas W.
 Newell, Jennifer R.
 Sellers, Mark A.
 Weaver, Barbara E.

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICIES (SECOND READING)

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

- a. Policy 5127 Graduation Requirements
- b. Policy 5127.1 Lampeter-Strasburg High School Graduation Requirements via IU13 Lancaster-Lebanon Virtual Solutions

A voice vote was unanimous in favor of the motion.

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

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

- a. Policy 000 Board Policy/Procedures/Administrative Regulations
- b. Policy 001 Name and Classification
- c. Policy 002 Authority and Powers
- d. Policy 003 Functions
- e. Policy 004 Membership
- f. Policy 005 Organization
- g. Policy 006 Meetings
- h. Policy 006.1 Attendance at Meetings via Electronic Communications
- i. Policy 007 Policy Manual Access
- j. Policy 011 Board Governance Standards/Code of Conduct

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICY (SECOND READING)

Following discussion, Mr. Beiler moved and Mr. Byrnes seconded the motion to approve a revised policy, Policy 4116.24, Child Abuse (second reading), as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

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

Mrs. Rhoades moved and Mrs. Spahn seconded the motion to approve updated policies (first reading) as part of the PSBA policy review:

- 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 POLICY (FIRST READING)

Mrs. Spahn moved and Mrs. Pontz seconded the motion to approve a revised policy, Policy 5140, Wellness Policy, to be renamed School Wellness, (first reading).

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2019-2020 SCHOOL CALENDAR

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve the 2019-2020 school calendar, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2019 GRADUATION DATE

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve Friday, May 31, 2019, as the graduation date for the Class of 2019.

A voice vote was unanimous in favor of the motion.

OLD BUSINESS

Mrs. Herr suggest April 29, 2019, from 6:00 p.m. to 9:00 p.m. as a possible date for the Board Retreat. More discussion on this topic will occur at the March Board Workshop meeting.

OPPORTUNITY FOR PUBLIC COMMENT

Mrs. Deb Risser of Willow Street inquired about the need for additional surveillance cameras in the student parking lot.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:15 p.m. for discussion of a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency.

MEETING RECONVENED AND ADJOURNED

The meeting was reconvened and properly adjourned at 9:22 p.m.

Jeanne L. Hoffard
Secretary