

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
December 3, 2018

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. Scott M. Arnst (arrived 8:00 p.m.), 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, 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; LSEA Representative, Mr. Matthew D. Shockey; News Reporter, Ms. Hurubie Meko; Ms. Karen Devine, PSBA Representative; and visitors.

ABSENT: Board Member, Mrs. Audra R Spahn.

ELECTION OF TEMPORARY CHAIRMAN

Mrs. Herr requested a report from the Nominating Committee Chairperson, Mr. James H. Byrnes, to appoint a temporary chairman to conduct the reorganization of the Board.

Mr. Byrnes reported that the Nominating Committee is placing in nomination Mrs. Patricia M. Pontz to serve as temporary chairman of the Board. Mr. Byrnes moved and Mr. Beiler seconded the motion to appoint Mrs. Patricia M. Pontz as temporary chairman of the Board.

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

BOARD REORGANIZATION

Mrs. Pontz requested the report from Mr. Byrnes for the office of President of the Board. Mr. Byrnes placed in nomination the name of Mrs. Melissa S. Herr for the office of President of the Board.

Mrs. Pontz requested additional nominations from the floor. There were none.

Mr. Beiler moved and Mr. Byrnes seconded the motion that nominations for the office of President of the Board be closed and that Mrs. Melissa S. Herr be approved as President of the Board.

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

Mrs. Herr requested the report from Mr. Byrnes for the office of Vice President of the Board. Mr. Byrnes placed in nomination the name of Mrs. Patricia M. Pontz for the office of Vice President of the Board.

Mrs. Herr requested additional nominations from the floor. There were none.

Mr. Beiler moved and Mr. Byrnes seconded the motion that nominations for the office of Vice President of the Board be closed and that Mrs. Patricia M. Pontz be approved as Vice President of the Board

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

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comments.

MINUTES

Mrs. Pontz moved and Mr. Byrnes seconded the motion to approve the Minutes of the regularly scheduled meetings of November 5 and November 19, 2018.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

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

Mr. Kimmel and Mr. Raum recognized November Students of the Month from Martin Meylin Middle School.

Dr. Peart recognized Dr. Branden Lippy on the conferring of her doctoral degree.

Ms. Karen Devine of PSBA recognized Mrs. Herr and Mrs. Pontz for their 12 and 8 years of service, respectively, on the Lampeter-Strasburg Board of School Directors.

Dr. Godfrey shared a video on the Lampeter-Strasburg School District 1:1 technology integration program at Lampeter-Strasburg High School.

Dr. Peart shared the following communications:

1. Albert, Hali S. – a letter of resignation for a 2018-2019 supplemental position.
2. Chesnet, Andrew C. – a letter of resignation.
3. McCrone, Susan, Division Chief, Pennsylvania Department of Education – a letter indicating that the District has maintained fiscal effort when comparing the fiscal year ending June 30, 2016, to the fiscal year ending June 30, 2017.
4. Perry, Patricia A. – a letter of resignation.
5. Petersen, James C. – a letter requesting a leave of absence.
6. Rinier, Diane A. – a letter of resignation from a SACC position only.
7. Rockensock, Lisa A. – a letter of resignation.
8. Smith, Colleen M. – a letter of resignation.
9. Steffan, Rachel S. – a letter of resignation.
10. Wagner, Frank W. – a letter of resignation for a 2019-2020 supplemental position.
11. Welk, Donald, Jr., President, West Lampeter Community Fair, Inc. – a letter of appreciation for the use of school parking lot during the Lampeter Fair.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

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

Thereafter, Mr. Pontz moved and Mr. Kimmel 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 \$1,726,032.73 (with the exception of check 111480), Cafeteria Fund checks in the amount of \$70,873.87, High School Athletic Fund checks in the amount of \$1,224.12, Athletic Account Officials in the amount of \$281.95, and Capital Reserve Fund checks in the amount of \$89,570.35.

A voice vote was unanimous in favor of the motion.

Mr Byrnes moved and Mr. Beiler seconded the motion to approve General Fund check 111480.

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

Mrs. Pontz reported that the Committee met on November 12, 2018, and heard a presentation from Mrs. Jennifer Risser, Mrs. Jessica Bledsoe, and an IU13 representative in regard to professional development. Dr. Feeney presented the 2019-2020 Lampeter-Strasburg High School Course Selection Guide. Academic Committee will bring policies to the Board for approval in January as part of the PSBA policy review.

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

Mr. Beiler reported that the Committee met on November 19, 2018, and discussed the athletic field project and reviewed the rate structures for the turf field rentals. Mr. Davis reviewed equipment needs to care for the turf fields. Other discussion concerned the boiler replacement projects at Lampeter-Strasburg High School and Martin Meylin Middle School and discussion concerning the need for replacement of the HVAC rooftop chiller for the Lampeter-Strasburg High School performing arts center and competition gymnasium. The feasibility study for future building needs will continue to move forward with Crabtree, Rohrbaugh and Associates.

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

No report.

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

Dr. Godfrey extended thanks to staff for their continued cooperation in supporting students while several positions remain unfilled.

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

Miss Smecker reported that Lampeter Elementary School teachers have completed parent-teacher conferences, students enjoyed a science assembly, and everyone is looking forward to many holiday activities. At Hans Herr Elementary School, teachers met with parents regarding student progress, student report cards will be distributed, and students were recognized for meeting positive expectations. At Martin Meylin Middle School, students are enjoying winter sports activities and students competed with Lampeter-Strasburg High School students to collect the most food per student during the food drive. Everyone is looking forward to the musical production in December.

Mr. Castor reported that the Lampeter-Strasburg High School fall play was held successfully and that the spring production will be *The Secret Garden*. A door decorating contest was held, students participated in a food drive, and new members were inducted into National Honor Society. A career planning night will be held in December, as well as a holiday concert.

APPROVAL OF RESIGNATIONS

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve resignations, as follows:

- a. Andrew C. Chesnet, SACC assistant group supervisor, Lampeter Elementary School, retroactively effective to December 2, 2018.
- b. Patricia A. Perry, van driver, Lampeter-Strasburg School District, retroactively effective to November 30, 2018.
- c. Lisa A. Rockensock, van driver, Lampeter-Strasburg School District, retroactively effective to November 19, 2018.
- d. Colleen M. Smith, SACC assistant group supervisor, Lampeter Elementary School, effective on December 7, 2018.
- e. Rachel S. Steffan, reading assistant, Martin Meylin Middle School retroactively effective to November 27, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – PROFESSIONAL

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve the employment of a professional employee, Shannon L. Freedland, assigned as a long-term substitute third grade teacher. Her daily compensation would be

\$303.04 based upon Step 4, Level M, of the District compensation agreement effective on December 4, 2018, through the end of the 2018-2019 school year. She will be assigned to Hans Herr Elementary School.

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 the employment of Renee L. McCullough, special education assistant, Hans Herr Elementary School. Ms. McCullough will be employed as a category C support employee and will be compensated at \$12.68 per hour effective on or about December 10, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF ADDITIONAL ASSIGNMENT

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve an additional assignment for Patricia A. Winters, SACC assistant director, Lampeter and Hans Herr Elementary Schools. Ms. Winters will be assigned as the temporary SACC director at Lampeter and Hans Herr Elementary Schools, retroactively effective from November 8, 2018, to on or about December 21, 2018. She will be compensated at the hourly rate of \$29.24 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 employees:

- a. Diane S. Rinier, special education assistant/SACC assistant group supervisor, Lampeter Elementary School. Ms. Rinier has resigned from her position as SACC assistant group supervisor, but will retain her position as special education assistant at Lampeter Elementary School, retroactively effective on December 1, 2018. Ms. Rinier will become a category C support employee working 1,267 annual hours, but will continue to be compensated at \$16.52 in her position as special education assistant.
- b. Stephen Shaika, second shift lead custodian, Martin Meylin Middle School. Mr. Shaika will become the head custodian at Martin Meylin Middle School retroactively effective to November 19, 2018. He will remain a category A1 support employee and will be compensated at \$15.50 per hour.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LEAVE OF ABSENCE

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve a leave of absence for James C. Petersen, custodian, Martin Meylin Middle School, from December 10, 2018, to on or about March 10, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGES TO SUPPLEMENTAL CONTRACTS

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve additions/deletions to 2018-2019 supplemental contracts, as follows:

a.	Robert Sweger	Basketball – Boys – 1st Assistant – 70%	\$3,647.91	Deletion
b.	Peter Kingsley	Basketball – Boys – 2nd Assistant – 60%	\$3,126.78	Deletion
c.	Peter Kingsley	Basketball – Boys – 1st Assistant – 70%	\$3,647.91	Addition
d.	Hali Albert	Lacrosse – Girls – 1st Assistant – 70%	\$3,840.19	Deletion
e.	Travis Dombach	Track – 2nd Assistant – 50% of 60%	\$2,066.50	Deletion
f.	Troy Herr	Track – 2nd Assistant – 50% of 60%	\$2,066.50	Deletion
g.	Troy Herr	Track – 2nd Assistant – 60%	\$3,683.85	Addition

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

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

Certified Substitutes

Keener, Wendy L. Music
Moore, Amber N. Elementary (PK-4)

Support Staff Substitutes

Gunderson, Mae E.
Kulp, Stephanie R. Nurse, Nurse Assistant Only
Reichert, Jill L.
Rinier, Melinda B.
Rockensock, Lisa A.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EVENT WORKER

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve Travis A. Dombach as a 2018-2019 event worker.

A voice vote was unanimous in favor of the motion.

APPROVAL OF VOLUNTEER

Mr. Byrnes moved and Mr. Arnst seconded the motion to approve Josiah B. Swarr as a 2018-2019 volunteer.

A voice vote was unanimous in favor of the motion.

APPROVAL OF COURSE PROPOSALS

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve the following course proposals:

- a. Design Engineering II
- b. Advanced Placement (AP) Computer Science A (Project Lead the Way)

A voice vote was unanimous in favor of the motion.

APPROVAL OF COURSE NAME CHANGES

Mrs. Pontz moved and Mr. Byrnes seconded the motion to approve the following course name changes:

Current Title	Proposed NCAA Title	Department
Advanced Placement (AP) Composition and Literature	Advanced Placement (AP) English Literature and Composition	English/ELA
Novels and Film	Literary and Cinematic Analysis	English/ELA
Advance Placement (AP) Physics	Advanced Placement (AP) Physics I	Science
HACC United States History	HACC History of the United States I & II	Social Studies
Computer Programming	Computer Science Essentials	Mathematics

A voice vote was unanimous in favor of the motion.

APPROVAL OF THE 2019-2020 HIGH SCHOOL COURSE SELECTION GUIDE

Mr. Beiler moved and Mrs. Rhoades seconded the motion to approve the 2019-2020 Lampeter-Strasburg High School Course Selection Guide.

A voice vote was unanimous in favor of the motion.

APPROVAL OF ADMINISTRATIVE PROCEDURE

Mr. Beiler moved and Mr. Knarr seconded the motion to approve a revision to Administrative Procedure 3501, Facility Use – Fee Schedule, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICIES (SECOND READING)

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

- a. Policy 4116.55 and 5131.15 Harassment/Discrimination/Hazing/Bullying/Cyber Bullying
- b. New Policy Terroristic Threats

A voice vote was unanimous in favor of the motion.

APPROVAL OF POLICY (FIRST READING)

Mr. Beiler moved and Mrs. Pontz seconded the motion to approve a new policy, Code of Conduct (first reading).

A voice vote was unanimous in favor of the motion.

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

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

- a. Policy 301 Creating a Position
- b. Policy 302 Employment of Superintendent/Assistant Superintendent
- c. Policy 304 Employment of District Staff
- d. Policy 305 Employment of Substitutes
- e. Policy 306 Employment of Summer School Staff
- f. Policy 307 Student Teachers/Interns
- g. Policy 308 Employment Contract/Board Resolution
- h. Policy 309 Assignment and Transfer
- i. Policy 311 Reduction of Staff
- j. Policy 312 Performance Assessment of Superintendent/Assistant Superintendent
- k. Policy 313 Evaluation of Employees
- l. Policy 314 Physical Examination
- m. Policy 314.1 HIV Infection
- n. Policy 317 Conduct Disciplinary Procedures
- o. Policy 317.1 Educator Misconduct
- p. Policy 317.2 Weapons and Dangerous Instruments
- q. Policy 318 Penalties for Tardiness
- r. Policy 319 Outside Activities
- s. Policy 319.1 Intellectual Property
- t. Policy 320 Freedom of Speech in Nonschool Settings
- u. Policy 321 Political Activities
- v. Policy 322 Gifts
- w. Policy 323 Tobacco
- x. Policy 324 Personnel Files
- y. Policy 325 Dress and Grooming
- z. Policy 326 Complaint Process
- aa. Policy 328 Compensation Plans/Salary Schedules
- bb. Policy 330 Overtime
- cc. Policy 331 Job Related Expenses
- dd. Policy 331.1 Reimbursement for Inservice Expenses
- ee. Policy 332 Working Periods
- ff. Policy 333 Professional Development
- gg. Policy 334 Sick Leave
- hh. Policy 335 Family and Medical Leaves
- ii. Policy 336 Personal and Necessity Leave
- jj. Policy 337 Vacation

- kk. Policy 338 Sabbatical Leave
- ll. Policy 338.1 Compensated Professional Leaves
- mm. Policy 339 Uncompensated Leaves
- nn. Policy 340 Responsibility for Student Welfare
- oo. Policy 341 Benefits for Part-time Employees
- pp. Policy 342 Jury Duty
- qq. Policy 343 Paid Holidays
- rr. Policy 346 Workers' Compensation
- ss. Policy 347 Workers' Compensation Transitional Return-to-Work Program
- tt. Policy 348 Unlawful Harassment
- uu. Policy 351 Drug and Substance Abuse
- vv. Policy 351.1 Pre-employment Drug Testing

A voice vote was unanimous in favor of the motion.

APPOINTMENT OF BOARD COMMITTEES AND REPRESENTATIVES FOR 2019

Mr. Byrnes moved and Mrs. Rhoades seconded the motion to approve Board Committees and Representatives for 2019, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF TIMES AND DATES FOR REGULARLY SCHEDULED BOARD MEETINGS FOR 2019

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve times and dates for regularly scheduled Board meetings for 2019, with the addition of the Finance Committee, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

OPPORTUNITY FOR PUBLIC COMMENT

No comments.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session to discuss 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 properly adjourned at 9:15 p.m.

Jeanne L. Hoffard
Secretary