

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
November 5, 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. David J. Beiler, Mr. James H. Byrnes, Mrs. Melissa S. Herr, Mr. Dustin D. Knarr (8:00 p.m. arrival), 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; Buildings and Grounds Director, Mr. Glenn R. Davis; Administrative Assistant, Mrs. Jeanne L. Hoffard; Student Representative, Miss Julia Smecker; News Correspondent, Ms. Hurubie Meko; and visitors.

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

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 October 1 and October 15, 2018.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Dr. Feeney and Mrs. Spahn recognized Lampeter-Strasburg High School October Students of the Month.

Mr. Raum and Mrs. Spahn recognized Martin Meylin Middle School Students of the Month and Pioneer Pride Student.

Dr. Godfrey shared a video regarding hybrid instruction within Lampeter-Strasburg School District.

Dr. Peart shared the following communications:

1. Carroll, Clayton P., Audit Reviewer, Pennsylvania Department of Education – a letter indicating that the District's Single Audit Report for the fiscal year ended June 30, 2018, has been approved.
2. Grenier, Victoria D. – a letter of resignation.
3. Hurst, Ranita N. – a letter of resignation.
4. McComsey, Carol S. – a letter of resignation.
5. Reidenbaugh, Sherry L. – a letter of resignation from a support position.
6. Seador-Church, Stephanie A. – 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. Rhoades 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 \$2,224,031.49 (with the exception of check 111310), Cafeteria Fund checks in the amount of \$53,305.35 High School Athletic Fund checks in the amount of \$7,070.88, Athletic Account Officials in the amount of \$7,842.90, and Capital Reserve Fund checks in the amount of \$68,651.93.

A voice vote was unanimous in favor of the motion.

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve General Fund check 111310.

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 October 9, 2018, and discussed various educational data and programs presented by Dr. Godfrey. The Committee also discussed the Innovative Teaching and Learning Day recently held for staff and met Mr. Joseph McCarthy, who will be recommended as a Community Representative to the Academic Committee on tonight's agenda.

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

Mr. Beiler reported that the Committee met on October 15, 2018, and was updated on the athletic field project, a change order for the boiler replacement project required due to air intake issues, the need for a rooftop chiller replacement at Lampeter-Strasburg High School, the backstop improvement project scheduled for the softball field, and the master facility plan feasibility study.

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 November 1, 2018, to begin discussion of the 2019-2020 budget. Representatives from RBC Capital Markets reported on the debt structure, and Mrs. Boyce reported on budget outcomes. The Committee will continue this review process following the upcoming elections.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Mr. Byrnes presented personnel agenda items and add-ons recommended for approval on this evening's agenda.

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

Dr. Godfrey reported on activities of Title I parent programs. All federal programs are currently operating as expected. A meeting has been held with the YMCA to begin planning summer programs for 2019.

LANCASTER COUNTY ACADEMY JOINT OPERATING COMMITTEE – Mr. David J. Beiler, Representative

Mr. Beiler reported that the Lancaster County Academy Joint Operating Committee moved forward with a Memorandum of Understanding to move from Park City Mall to Harrisburg Area Community College. A three-year lease will be put in place, and the Committee anticipates more potential for students in the new location.

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

Mr. Byrnes reported that the new leadership of the Lancaster County Career and Technology Center has been working successfully to better the programs.

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

Ms. Smecker reported that October was a busy month at Lampeter Elementary School, which included the Lampeter Pioneer Ninja Warrior Race, parent visitation, and a visit from the local fire companies. At Hans Herr Elementary School, the facility dog, Eagle, joined the staff and has been a welcome addition. A school-wide Positive Behavior Assembly was held in the LSHS performing arts center.

At Martin Meylin Middle School, the school-wide Positive Behavior Team sponsored a float in the Strasburg Halloween Parade, the PTO is sponsoring the fall Book Fair, and preparation for the fall play is in progress.

At Lampeter-Strasburg High School, homecoming was the highlight of October. Senior girls won the Powder Puff football game, a homecoming king and queen were crowned, and a homecoming dance was held. In addition, students toured several local industries to learn about 21st century jobs, the band and various clubs walked in the Strasburg Halloween Parade, and the Assistant District Attorney spoke to students on matters of importance.

APPROVAL OF RESIGNATIONS

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

- a. Victoria D. Grenier, third grade teacher, Hans Herr Elementary School, effective on or about December 14, 2018.

- b. Ranita N. Hurst, special education assistant, Lampeter-Strasburg High School, effective November 8, 2018.
- c. Carol S. McComsey, personal care assistant, Martin Meylin Middle School, effective November 5, 2018.
- d. Sherry L. Reidenbaugh, Title I reading assistant, Lampeter Elementary School, retroactively effective to October 16, 2018.
- e. Stephanie A. Seador-Church, SACC assistant group supervisor, Lampeter Elementary School, effective November 15, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – SUPPORT

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

- a. Darcy J. Eddy, van aide, Lampeter-Strasburg School District. Ms. Eddy will be employed as a category E support employee and will be compensated at \$11.75 per hour retroactively effective to October 22, 2018.
- b. Cora R. Minder, swimming assistant, Lampeter Elementary School. Ms. Minder will be employed as a category E support employee and will be compensated at \$13.87 per hour retroactively effective to October 23, 2018.
- c. Janalyn M. Walters Bollow, special education assistant, Lampeter Elementary School. Ms. Walters Bollow will be employed as a category C support employee and will be compensated at \$11.55 retroactively effective to October 22, 2018.
- d. Barbara L. McComsey, Title I reading/mathematics assistant, Lampeter Elementary School. Ms. McComsey will be employed as a category E support employee and will be compensated at \$14.39 per hour effective on November 5, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUPPLEMENTAL CONTRACTS

Mr Byrnes moved and Mrs. Spahn seconded the motion to approve additions/deletions to 2018-2019 supplemental contracts:

a. Kathleen Heil	Track – Jr. High – 60%	\$3,234.60	Deletion
b. Lauren Menapace	Early Childhood Facilitator – 90%	\$9,716.18	Addition
c. Corey Nehlig	Lacrosse – Boys – 1st Assistant – 70%	\$2,851.24	Deletion
d. Corey Nehlig	Lacrosse – Boys – Varsity	\$4,073.20	Addition

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

Mr Byrnes moved and Mrs. Spahn seconded the motion to approve substitutes, as follows:

Certified Substitute

McComsey, Barbara L.	Elementary
McGrath, Rebecca	Elementary (K-6)

Emergency Certified Substitute

Beach, Mark E.	Secondary Only
Harden, Melinda A.	All Subject Areas
Muenstermann, Ralph A.	All Subject Areas
Turek, Michele L.	All Subject Areas

Support Staff Substitute

Burger-Shirk, Alicia P.	
Chesnet, Andrew C.	
Heil, Kathleen G.	Nurse, Nurse Assistant Only
Khalil, Beshoy S.	
Monk, Jennifer L.	Nurse, Nurse Assistant Only
Newkirk, Amy K.	

Short, Greta R.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EVENT WORKER

Mr Byrnes moved and Mrs. Spahn seconded the motion to approve Kelly L. Koutsavlis as an event worker.

A voice vote was unanimous in favor of the motion.

APPROVAL OF VOLUNTEERS

Mr Byrnes moved and Mrs. Spahn seconded the motion to approve volunteers, as follows:

- a. Koser, Neil D.
- b. Wright, Lisa E.
- c. Rinier, Melinda B.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2017-2018 FINANCIAL STATEMENTS AND AUDIT

Mr. Byrnes moved and Mrs. Rhoades seconded the motion to approve the acceptance of the 2017-2018 financial statements and audit.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CONTRACT WITH FRONTIER COMMUNICATIONS

Mrs. Spahn moved and Mr. Byrnes seconded the motion to approve a three-year contract for two PRIs and one T1 with Frontier Communications for local and long distance calling.

A voice vote was unanimous in favor of the motion.

APPROVAL OF THREE-YEAR COMMITMENT TO LANCASTER COUNTY ACADEMY

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve a commitment to remain a partner in the Lancaster County Academy consortium of schools for the term of July 1, 2019, until June 30, 2022.

A voice vote was unanimous in favor of the motion.

APPROVAL OF FEASIBILITY STUDY PROPOSAL

Dr. Peart and Mr. Stoltzfus led a discussion of feasibility study proposals that were recently presented to Board members.

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve a feasibility study to be completed by Crabtree, Rohrbaugh and Associates at a cost of \$12,500.

A voice vote was unanimous in favor of the motion.

APPROVAL OF COMMUNITY BOARD REPRESENTATION

Mrs. Rhoades moved and Mr. Knarr seconded the motion to approve Ms. Amanda Roth as a Community Board Representative for Finance Committee for the 2018-2019 and 2019-2020 school years.

A voice vote was unanimous in favor of the motion.

APPROVAL OF PDE RESOLUTION

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve a Pennsylvania Department of Education Resolution for the use of an electronic signature for Kevin S. Peart, Ed.D., Superintendent of Lampeter-Strasburg School District, for the Department's e-grants contracts.

A voice vote was unanimous in favor of the motion.

APPROVAL OF THE 2018-2019 LOCAL OCCUPATIONAL ADVISORY COMMITTEE

Mrs. Rhoades moved and Mr. Byrnes seconded the motion to approve the 2018-2019 Local Occupational Advisory Committee members, as follows:

- a. Jeremy Brian – FFA Past President and Former Student
- b. Andrew Godfrey, Ed.D. – Assistant Superintendent
- c. Dana Good – Farmer
- d. Barry Harnish – Farmer
- e. Leah Welk – Senior Student Representative
- f. Adam Leaman – Farmer
- g. Anita Martin – Business Person
- h. Holly Oberholtzer – Agriculture Education Instructor
- i. Patricia Pontz – School Board Member
- j. Kathryn McMichael – Agriculture Education Instructor
- k. Donald Welk, Jr. – Parent and Former Student
- l. Bob Sangrey – Agriculture Equipment Service Manager
- m. Alex Brubaker – Agriculture Banker
- n. Dale Hershey – Agriculture Banker
- o. Christopher Burkhart – Agriculture Supply
- p. Michael Corradino – Academic Affairs Dean, HACC
- q. Scott Sheely – Workforce Development, PA Department of Agriculture

A voice vote was unanimous in favor of the motion.

APPROVAL OF COMMUNITY BOARD REPRESENTATION

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve Mr. Joseph McCarthy as a Community Board Representative for Academic Committee for the 2018-2019 and 2019-2020 school years.

A voice vote was unanimous in favor of the motion.

APPROVAL OF NOMINATING COMMITTEE

Mrs. Rhoades moved and Mr. Knarr seconded the motion to approve Mr. Byrnes and Mr. Beiler as a Nominating Committee for the offices of President and Vice President of the Board of School Directors at the December 3, 2018, reorganization meeting.

A voice vote was unanimous in favor of the motion.

DISTRIBUTION OF THE 2018-2023 GROWTH PROJECTIONS REPORT

Dr. Peart remarked on the 2018-2023 Growth Projections Report.

APPROVAL OF POLICIES (FIRST READING)

Mr. Byrnes moved and Mrs. Spahn seconded the motion to approve policies (first reading), as follows:

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

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

- 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.

APPROVAL OF FIELD TRIP

Mrs. Rhoades moved and Mr. Byrnes seconded the motion to approve a field trip by Martin Meylin Middle School to Cape Henlopen State Park, Lewes, Delaware, from July 1 to July 4, 2019.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SPECIAL EDUCATION CONTRACT

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve a 2018-2019 special education contract with New Story for one student at a daily expense of \$375.

A voice vote was unanimous in favor of the motion.

NEW BUSINESS

Mrs. Herr requested that all Board members complete the 2019 Committee request forms to be found in Board folders and return same to her as soon as possible, but no later than the November 19, 2018, Board Workshop meeting.

In addition, Mrs. Herr directed Board members to the National Honor Society Induction invitation to be found in Board folders and thanked all involved for the recent Board tour of the District facilities.

OPPORTUNITY FOR PUBLIC COMMENT

No comments.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

Jeanne L. Hoffard
Secretary