

MINUTES OF THE BOARD OF SCHOOL DIRECTORS  
LAMPETER-STRASBURG SCHOOL DISTRICT  
Administration Building  
1600 Book Road  
Lancaster, Pennsylvania 17602  
December 4, 2017

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. Terry L. Sweigart; 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 Representatives, Mr. Dylan Grau, Mr. Pierson Castor; LSEA Representative, Mr. Jay L. Lance and visitors.

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

OATH OF OFFICE

Mr. William E. Benner, Jr., District Magistrate, conducted the Oath of Office for the re-elected Board members, Mr. David J. Beiler, Mr. Scott J. Kimmel, and Mrs. Patricia M. Pontz, and the newly-elected Board members, Mr. Dustin D. Knarr and Mrs. Susan A. Rhoades.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

ELECTION OF TEMPORARY CHAIRMAN

Mrs. Melissa S. 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. Kimmel seconded the motion to appoint Mrs. Patricia M. Pontz as temporary chairman of the Board.

A voice vote was unanimous in favor of the motion.

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. Byrnes moved and Mr. Beiler 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.

#### MINUTES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve the Minutes of the regularly scheduled meetings of November 6 and November 20, 2017, with a change to the November 6, 2017, Minutes under Approval of Nominating Committee to reflect the date of the Board reorganization meeting as December 4, 2017.

A voice vote was unanimous in favor of the motion.

#### COMMUNICATIONS AND RECOGNITION

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

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

Dr. Peart shared the following communications:

1. Ebersol, Andrea B. – a letter requesting a leave of absence.
2. Petersheim, Tonya S. – a letter requesting a leave of absence.
3. Pieters, Michelle L. – a letter requesting a leave of absence.
4. Rice, Connie L. – a letter requesting a leave of absence.

#### TREASURER'S REPORT – Mr. Terry L. Sweigart

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

Thereafter, Mrs. Pontz 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 \$2,078,151.48 (with the exception of check 109417), Cafeteria Fund checks in the amount of \$59,292.35, High School Athletic Fund checks in the amount of \$7,918.91, Athletic Account Officials in the amount of \$11,525.85, and Capital Reserve Fund checks in the amount of \$96,724.94.

A voice vote was unanimous in favor of the motion.

Mr. Kimmel moved and Mr. Byrnes seconded the motion to approve General Fund check 109417.

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 13, 2017, and indicated that several items on tonight's agenda are supported by the Committee. Mrs. Pontz welcomed a new Board member, Mrs. Rhoades to the Committee.

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

Mr. Beiler reported that the Committee met on November 20, 2017, and discussed a facility use request and a potential path forward for citizen participation on the Buildings and Grounds Committee. Also discussed was capital reserve expenditures and new projects, the master facility plan, and the stadium improvement project.

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

Mrs. Herr reported that the Committee met on November 29, 2017. Mr. Byrnes reported that the results of this Board of Review are on tonight's agenda for Board ratification.

#### FINANCE COMMITTEE – Mr. Scott J. Kimmel, Chairperson

Mr. Kimmel reported that the Committee will meet on December 11, 2017, at 6:00 p.m. in the Administration Building Board Room.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Dr. Peart reported that the Committee did not meet this evening due to the Board Reorganization event, but that they would recommend seven agenda items to the Board for approval.

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

Dr. Godfrey reported that EDK and FDK Family Game Night was held in November to support reading and math strategies, and attendance at this event was very good.

STUDENT REPRESENTATIVES – Mr. Dylan Grau, Mr. Pierson Castor

Mr. Grau reported that November was an exciting months at Lampeter-Strasburg High School. The fall play was a highlight, as well as American Education Week. Students participated in a food drive, a sneaker drive, a blood drive, and Toys for Tots. National Honor Society induction was held and now has 89 members. Several fall athletic teams participated in play-offs. Third grade students will be hosted at the annual Holiday Workshop. The Holiday Concert will be held on December 21.

Mr. Castor reported that Hans Herr Elementary School kicked off a school-wide positive behavior program with an assembly. The Pioneer Pride reinforcement system was modeled to foster a positive school culture. Martin Meylin Middle School teamed with Hans Herr and Lampeter Elementary Schools to raise money for hurricane relief. Martin Meylin students are preparing for the presentation of *Peter Pan, Jr.*

APPROVAL OF EMPLOYMENT – PROFESSIONAL

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve the employment for professional employees, as follows:

- a. Shannon K. Erdman, as an extended substitute employee assigned as a biology teacher. Her daily compensation would be \$271.16 based upon Step 1, Level M, of the District compensation agreement effective on or about January 2, 2018, to on or about March 26, 2018. She will be assigned to Lampeter-Strasburg High School.
- b. Megan L. Moffa, as a long-term substitute employee assigned as a learning support teacher. Her daily compensation would be \$257.45 based upon Step 3, Level B, of the District compensation agreement effective on or about January 11, 2018, through the end of the 2017-2018 school year. She will be assigned to Lampeter-Strasburg High School.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EMPLOYMENT – SUPPORT

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve the employment of a support or non-permanent employee, Patrick L. Parmer, cafeteria assistant, Lampeter Elementary School. Mr. Parmer will be employed as a category E support employee and will be compensated at \$9.80 per hour retroactively effective to November 9, 2017.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGE OF STATUS

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

- a. Lisa A. Lawson, cook manager, Martin Meylin Middle School/Lampeter-Strasburg High School. Ms. Lawson will accept additional responsibility by managing two secondary kitchens. She will remain a category C support employee, but her compensation will be increased to \$25 per hour retroactively effective to November 7, 2017.
- b. Pamela K. Rice, assistant cook manager, Lampeter-Strasburg High School. Ms. Rice was temporarily appointed as cook manager of Lampeter-Strasburg High School. She will now resume her previous position, but will retain some additional responsibilities. Ms. Rice will remain a category C support employee, but her compensation will now be \$18 per hour retroactively effective to November 7, 2017.
- c. Judith A. Wilhelm, assistant cook manager, Martin Meylin Middle School. Ms. Wilhelm will assume an additional one hour per day and additional responsibilities in her current position. She will remain a category C support

employee, but her compensation will be increased to \$15.25 per hour retroactively effective to November 7, 2017.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LEAVES OF ABSENCE

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

- a. Andrea B. Ebersol, SACC assistant group supervisor, Lampeter Elementary School, from November 28, 2017, to on or about January 23, 2018.
- b. Tonya S. Petersheim, personal care assistant, Martin Meylin Middle School, from November 13, 2017, until on or about December 4, 2017.
- c. Michelle L. Pieters, reading assistant, Lampeter Elementary School, from November 28, 2017, to January 2, 2018.
- d. Connie L. Rice, special education assistant/cafeateria assistant, Hans Herr Elementary School, from November 6, 2017, to on or about January 2, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUPPLEMENTAL CONTRACTS

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve additions to 2017-2018 supplemental contracts, as follows:

a. Robert Koenig	Bowling – Varsity	\$2,575.70	Addition
b. Robert Koenig	Track – JH – Assistant – 45%	\$2,425.95	Addition
c. Kathleen Heil	Track – JH – Assistant – 60%	\$3,234.60	Addition

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve 2017-2018 substitutes in their respective capacities:

Certified Substitute

Kann, Kimberly S.	Industrial Arts
Lowe, Madison P.	Elementary (PK-4), Special Education (PK-8) (Grove City College Student)
Shoffler, Lynn D.	Elementary (K-6), Early Childhood (N-3), Mentally/Physically Handicapped

Emergency Certified Substitute

Kovach, Derek J.	All Instructional Areas
Miller, Christine M.	All Instructional Areas
Myers, James M.	Secondary Only
Ramos, Naida R.	All Instructional Areas
Ramos, Nerva V.	All Instructional Areas
Schaffer, Natalie M.	All Instructional Areas

Support Staff Substitute

Fischer, Jessica L.
Kemoui, Hannah K.
Parmer, Patrick L.
Malcolm, Leslie K.
Rockensock, Lisa A.
Watson, Stephanie D.

A voice vote was unanimous in favor of the motion.

### APPROVAL OF VOLUNTEERS

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve 2017-2018 volunteers, as follows:

Alexandrowicz, Maria N.  
Burton, Edward C.  
Hoin, Jonathan R.  
Owens, Michael A.  
Pugliese, Tammy J.  
Ramsey, Peter H.

A voice vote was unanimous in favor of the motion.

### RATIFICATION OF ECI CONSTRUCTION CHANGE ORDER FOR ATHLETIC FIELDS PROJECT TABLED

The ratification of a change order to ECI Construction for removal of soil not to exceed \$25,000 was tabled to the January 2, 2018, Board meeting

### APPROVAL OF SUPPLEMENTAL TEXTBOOKS

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve the following supplemental textbooks as shared at the September Academic Committee meeting.

- a. Integrated Chinese Volumes I & II, (2017). High School Chinese
- b. Exploring Visual Design, (2010). High School Fine Art

A voice vote was unanimous in favor of the motion.

### APPROVAL OF NEW COURSE PROPOSAL

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve a new course proposal for AP Computer Science Principles.

A voice vote was unanimous in favor of the motion.

### APPROVAL OF A STUDENT TEACHER AFFILIATION AGREEMENT

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve a student teacher affiliation agreement with Lancaster Bible College.

A voice vote was unanimous in favor of the motion.

### APPROVAL OF POLICIES (SECOND READING)

Mrs. Pontz moved and Mr. Beiler seconded the motion to approve policies (second reading), as follows and 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 THE 2018-2019 HIGH SCHOOL COURSE SELECTION GUIDE

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve the 2018-2019 Lampeter-Strasburg High School Course Selection Guide.

A voice vote was unanimous in favor of the motion.

### RATIFICATION OF BOARD OF REVIEW

Mr. Byrnes moved and Mr. Kimmel seconded the motion to ratify the Board of Review of November 29, 2017.

A voice vote was unanimous in favor of the motion.

APPOINTMENT OF BOARD COMMITTEES AND REPRESENTATIVES FOR 2018

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve the appointment of Board Committees and Representatives for 2018, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

SETTING OF TIMES AND DATES FOR REGULARLY SCHEDULED BOARD MEETINGS FOR 2018

Mr. Byrnes moved and Mr. Beiler seconded the motion to approve the setting of times and dates for regularly scheduled Board meetings for 2018, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

NEW BUSINESS

Mrs. Herr welcomed Mr. Dustin D. Knarr and Mrs. Susan A. Rhoades to the Lampeter-Strasburg Board of School Directors.

OPPORTUNITY FOR PUBLIC COMMENT

Mr. Damond Holsinger spoke regarding his interest in a high school robotics team and wished to speak to District representatives on this topic. Mrs. Herr indicated that a meeting would be arranged for Mr. Holsinger to speak with Dr. Godfrey.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:20 p.m. to hold an information session with the District Solicitor and 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 reconvened and was properly adjourned at 9:40 p.m.

Jeanne L. Hoffard  
Secretary