

**LAMPETER-STRASBURG SCHOOL DISTRICT**

Lampeter, Pennsylvania 17537

**BOARD WORKSHOP MEETING AGENDA**

April 17, 2023

**FOR BOARD WORKSHOP ACTION**

**MISCELLANEOUS**

**1. PRESENTATION ON MUSIC FOR EVERYONE**

A presentation will be made by Mr. Steve Chambers representing Music for Everyone.

**2. DISCUSSION/RECOMMENDATION FOR CREATING A POLICY COMMITTEE**

Dr. Peart will lead a discussion regarding the current process of reviewing and recommending Board Policy, Administrative Regulations, and procedures.

**3. DISCUSSION OF BOARD SUCCESSION PLAN**

Dr. Peart will lead a discussion on the Board Succession Plan, as posted.

**4. SHARING OF BOARD GOALS – DRAFT**

Dr. Peart will share a draft of the 2023-2024 Board Goals as discussed and developed at the Board Retreat, as posted.

**5. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP**

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership, as posted.

**6. ADJOURNMENT TO EXECUTIVE SESSION**

The Board will adjourn to Executive Session to discuss a matter involving the evaluation of performance of a specific public officer or employee employed or appointed by the School District.

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**SUCCESSION PLAN FOR  
BOARD MEMBER**

- Board President receives resignation from Board Member.
- Board president communicates resignation with Board of School Directors and Superintendent within 24 hours.
- Superintendent contacts both political parties to inform of anticipated vacancy.
- Anticipated vacancy and Board Vacancy Application posted within 2 business days following receipt of resignation.
  - Advertise anticipated vacancy and application instructions in newspaper and on website.
  - Applications due by 8:00 a.m. the Monday following the Board meeting in which the resignation is accepted. \*\*If Monday is a holiday, the deadline for applications will move to 8:00 a.m. Tuesday.
- Board approves to accept resignation at regularly scheduled Board meeting following receipt of resignation.
  - If more than a reasonable amount of applications are received (\*\*more than 12), a special meeting will be held to review applications and determine which candidates will be interviewed. The special meeting will take place the Wednesday or Thursday following the application deadline. \*\*15 minutes per interview, 3 hours total = 12 applicants.
- Board interviews selected applicants and may deliberate at a public Board Workshop Meeting.
- Board deliberates and votes to appoint new member at next regularly scheduled Board meeting.
  - If there are more than 30 days between regularly scheduled Board meetings, a special meeting will be held the Monday following the Board Workshop meeting to appoint new member.



# LAMPETER-STRASBURG School District

1600 BOOK ROAD - PO BOX 428 - LAMPETER, PA 17537-0428  
PHONE: 717.464.3311 - FAX: 717.464.4699



## 2023 - 2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\* 29 Days

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\* 27 Days

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\* 35 Days

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\* 28 Days

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\* 29 Days

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\* 34 Days

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

\* 28 Days

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\* 28 Days

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\* 34 Days

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

\* 35 Days

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\* 21 Days

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\* 35 Days

Regularly Schedule Board Meetings		No school for students or no school/work days (Inservice, weather make-up, etc.)
Regularly Scheduled Board Workshop Meetings		Deadline for Board Vacancy Applications - 8:00 a.m. on the Monday following the Board meeting when the resignation was approved. (If Monday is no school or no work, Deadline moved to Tuesday at 8:00 a.m.)
Last Day of School		Possible Special Meeting Dates – Used to select candidates to interview or time between Board Meetings exceeds 30 days.

# LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

## FILLING A BOARD VACANCY

The Board has thirty (30) days to fill a vacancy. The Board will strive to appoint a candidate with a deep commitment to public education and to all students in the district.

If the Board fails to act within thirty (30) days to fill the vacancy or is unable to attain a majority vote of the remaining Board members, it may continue its efforts to fill the vacancy, unless ten (10) or more resident taxpayers file a petition with the Court of Common Pleas.

If the Board fails to act within thirty (30) days to fill the vacancy and no petition is filed with the Court, the Board may vote beyond the 30-day deadline to appoint a candidate to fill the vacancy.

When a Board vacancy occurs, the district will advertise the vacancy, establish timelines, seek résumés of applicants, and advertise the deadline for submission of applications. Candidates must be qualified electors of the district.

The Board will publicly deliberate and choose candidates to be interviewed.

### Interviews Of Candidates

All candidates' interviews will be held at an advertised meeting open to the public. Only one (1) candidate will be present in the room during each interview.

Each candidate will be allowed two (2) minutes to make an opening statement.

Board members will ask each candidate the same questions. Questions asked of the candidates may include the following:

1. Why are you interested in serving on the School Board?
2. What do you perceive to be the responsibilities of the local School Board?
3. What do you think are the greatest challenges facing public education today?
4. What do you think are the greatest challenges facing Lampeter-Strasburg School District?
5. As a Board member, how would you address these challenges?
6. What do you think you would enjoy the most?

## FILLING A BOARD VACANCY - Pg. 2

7. If you were faced with a tough issue as a Board member, e.g., raising taxes or cutting programs, what kind of data would you need to help you make your decision?
8. What do you think would be your major contributions to the Board?
9. Have you had any experience in a similar role where you served as part of a decision-making body or board of control?
10. What do you perceive to be the School District's three greatest strengths?
11. What do you consider to be the District's greatest opportunity or opportunities for improvement?
12. What change or changes would you like to see in the District?
13. Describe how you see the roles of the Superintendent and the Board being different?
14. Tell us how you feel about supporting a decision made by the Board that you did not agree with.
15. Discuss your feelings about the need for confidentiality in regard to many topics that the Board may discuss.
16. What do you believe should be the over-riding goal or focus of the Board?
17. Tell us how you would respond to pressure from special interest groups or constituents who want you and the Board to support their agenda or position.
18. What committee or area would you like to be a part of and why?
19. Being a Board member requires a commitment of a large quantity of time. Do you believe you have the time to be an active participant in Board committee meetings, regular meetings, and extra meetings as needed? This may include early morning, mid-day, evening, and Saturday meetings. How much time are you willing to commit to the Board?
20. This Board is also committed to training. Are you willing to spend occasional evenings and weekends in training activities?
21. If appointed, will you run in the 2023 primary? If not, why not?
22. If you are not appointed, will you run in the 2023 primary? If not, why not?
23. If not appointed, would you be willing to serve on a Board committee or task force should that opportunity present itself?

The Board will deliberate at an advertised public meeting regarding the selection of a candidate to fill a vacancy.

A majority vote of the seated Board members will be required to fill a vacancy.

# LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

## BOARD OF SCHOOL DIRECTORS VACANCY APPLICATION FORM

Please return your completed application form to the Superintendent's office no later than \_\_\_\_\_ . You may submit your application form by mail or hand deliver to: Attn: Superintendent's Office, \_\_\_\_\_ or email: \_\_\_\_\_ .

If you need an accommodation in the application process or if you have questions about this application process, please call Mrs. Mary Williams at 717-464-3311 extension 1002.

Persons with a disability, who need assistance in the application process, or who need this application form in an alternative format may call Mrs. Mary Williams at 717-464-3311 extension 1002.

**NOTE: All information on this form, including any attachments, becomes public information when submitted.**

Name: \_\_\_\_\_

Home Address:

Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please indicate preferred mailing address with an \*)**

Home Telephone Number: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation (if retired, please indicate former occupation or profession):

\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SCHOOL DIRECTORS VACANCY APPLICATION FORM - Pg. 2

School/College

Diplomas/Degrees

Area of Study

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Professional and/or community activities, including boards and commissions:

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Why are you interested in serving on the Board of School Directors?

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What do you perceive to be the responsibilities of the School Board?

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List any experience that would assist you in serving on a Board of School Directors:

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What do you believe would be your biggest challenges as a Board member?

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What are the strengths of our school district?

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What are the challenges facing our school district?

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BOARD OF SCHOOL DIRECTORS VACANCY APPLICATION FORM - Pg. 3

Describe your experience and involvement with the school district.

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Additional Information:

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By signing this application, I am certifying that the information contained in this application is correct to the best of my knowledge and that:

- I am of good moral character.
- I will be at least eighteen (18) years of age prior to my appointment.
- I will have been a resident of the school district for at least one (1) year prior to my appointment.
- I do not hold any office or position as specified in the Pennsylvania School Code 24 P.S. Sec. 3-322.
- I am not a member of a municipal council.
- I have not been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
- I have not been engaged in a business transaction with the district, been employed by the district, or received payment for services by the district except as provided in the Public Official and Employee Ethics Act, 65 Pa. C.S.A. Sec. 1101 et seq. and the Pennsylvania School Code 24 P.S. Sec. 3-324.

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Signature

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Date



**LAMPETER-STRASBURG SCHOOL DISTRICT**  
**Administration Building**

**2023-2024 DRAFT Board Goals**  
**District Strategic Initiatives**

1. Continue to be student-centered in the use of data to drive what we do instructionally, financially, and to address staffing needs.
2. Support and expect the continued utilization of effective instructional strategies and techniques to enhance student learning, achievement, and career and college readiness for all students.
  - Encourage and support the continued pedagogical growth of all staff as it pertains to both content and application in the classroom.
  - Continue to explore and implement the next generation of student instructional technologies that align with Building and District Comprehensive Plan Goals.
  - Continue to advance technology as a tool to continue improving the instructional practice of all educators.
  - Continue the utilization of a student advisory task force related to instruction, including the use of technology.
3. Continue the prioritization and implementation of a long-range plan aligned with the completed Feasibility Study addressing immediate, medium, and long-term facility needs.
  - Design and implement 21st century and innovative learning environments.
  - Continue to engage and update community stakeholders regarding the Long-Range Planning Process.
  - Prioritize building renovation projects in need of completion, as identified in the long-range plan.

**Board Driven Initiatives**

1. Support the continued implementation of measures to address student needs that extend beyond the academic needs of the classroom, and receive updates regarding the student supports (TeenHope, Safe2Say, Mindfulness Training, Emotional Intelligence, Roots/Advisory Programs, Facility Dogs, Link Crew, etc.)
2. Support the implementation and refinement of the updated Comprehensive Plan, including building plans and associated professional development needs across the District.
3. In an effort to establish succession planning, support the development of District leadership, with District administration, to assist with future transition.
4. Continue to expand and explore engaging the community through appropriate avenues for information sharing and gathering.
  - Opportunities may include information sharing and feedback regarding the Feasibility Study, as well as attending PTO meetings, back to school nights, civic group meetings, Lampeter Fair, sharing educational highlight videos with Townships, continuation of livestreaming Board meetings, etc.
5. Continue to review and update Board policies, procedures, and Administrative Regulations. Document traditional procedures and practices in an effort to maintain consistency across the District.
6. Continue to maintain legislative awareness and engage in communication with members of the legislature.
7. Continue to provide opportunities for Board communication and recognition of staff members for their contributions to serving the students of Lampeter-Strasburg School District. Continue to extend offer for staff to be recognized at a Board meeting and explore additional opportunities to engage with staff members in an informal manner.
8. Maintain a focus on Board Excellence.
  - Continue to encourage Board participation in activities that promote PSBA's Principles for Governance and Leadership. (Examples to include professional development opportunities, including conference attendance, relating to Board development, governance and self-evaluation, reach out to community members to serve on Board committees)
  - Workshop discussion—focus/review a PSBA principle on a monthly basis.
  - Goal to commit to and/or accomplish one item in each category included on the Board Excellence “scorecard” to focus on accountability. Review Board Excellence “scorecard” quarterly. Highlight professional development by including check boxes on the scorecard.



# Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom. Therefore, we pledge that we will...



## LEAD RESPONSIBLY

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth



## ACT ETHICALLY

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively



## PLAN THOUGHTFULLY

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates short- and long-term needs
- Allocate resources to effectively impact student success



## EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



## COMMUNICATE CLEARLY

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication



## ADVOCATE EARNESTLY

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials



## GOVERN EFFECTIVELY

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____