

# **LAMPETER-STRASBURG SCHOOL DISTRICT**

Lampeter, Pennsylvania 17537

## **BOARD WORKSHOP MEETING AGENDA**

October 16, 2023

### **FOR BOARD WORKSHOP ACTION**

#### **MISCELLANEOUS**

##### **1. INTRODUCTION OF GARDEN SPOT FFA OFFICERS AND TEAM**

Mrs. Oberholtzer and Mrs. Ranck will introduce the 2023-2024 Garden Spot FFA Chapter Officers and PA FFA State Winning Agriculture Sales Team.

#### **BUSINESS AND FINANCE COMMITTEE**

##### **2. PRESENTATION OF 2022-2023 FINANCIAL STATEMENTS AND AUDIT**

BBD, LLP, will present audit information for the 2022-2023 financial statements, as posted.

#### **PERSONNEL COMMITTEE**

##### **3. RECOMMENDATION FOR APPROVAL OF SUPPORT STAFF COMPENSATION AND BENEFIT PLANS**

Recommend the approval of the updated Support Staff Compensation and Benefit Plans (July 1, 2024 – June 30, 2029), as posted.

##### **4. RECOMMENDATION FOR APPROVAL OF SALARY EXEMPT COMPENSATION AND BENEFIT PLANS**

Recommend the approval of the updated Salary Exempt Staff Compensation and Benefit Plans (July 1, 2024 – June 30, 2029), as posted.

##### **5. RECOMMENDATION FOR APPROVAL OF ADMINISTRATIVE COMPENSATION AND BENEFIT PLAN**

Recommend the approval of the updated Administrative Compensation and Benefits Plan (July 1, 2024 – June 30, 2029), as posted.

#### **BUSINESS AND FINANCE COMMITTEE**

##### **6. RECOMMENDATION FOR APPROVAL OF CHANGE ORDER FOR THE EARLY CHILDHOOD/ KINDERGARTEN CENTER PROJECT**

Recommend the approval of change order for the Early Childhood/Kindergarten Center project, as follows:

- a. eci Construction      Change Order EC#21      Deduct \$6,060      Delete stamped concrete

#### **MISCELLANEOUS**

##### **7. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP**

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



Lampeter-Strasburg  
School District  
Lampeter, Pennsylvania  
Lancaster County

Financial Statements  
Year Ended June 30, 2023

DRAFT - Subject to Change - 10/5/2023



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# LAMPETER-STRASBURG SCHOOL DISTRICT

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LAMPETER-STRASBURG SCHOOL DISTRICT

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DRAFT - Subject to Change - 10/5/2023



## INDEPENDENT AUDITOR'S REPORT

**Board of School Directors  
Lampeter-Strasburg School District  
Lampeter, Pennsylvania**

### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Lampeter-Strasburg School District, Lampeter, Pennsylvania as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Lampeter-Strasburg School District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Lampeter-Strasburg School District, Lampeter, Pennsylvania as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Lampeter-Strasburg School District, Lampeter, Pennsylvania, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Change in Accounting Principle

As described in Note 1 to the financial statements, Lampeter-Strasburg School District adopted new accounting guidance, GASB Statement No. 96, "*Subscription-Based Information Technology Arrangements*". Our opinions are not modified with respect to that matter.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Lampeter-Strasburg School District, Lampeter, Pennsylvania's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Lampeter-Strasburg School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Lampeter-Strasburg School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Report on Summarized Comparative Information**

We have previously audited Lampeter-Strasburg School District's 2022 financial statements, and our report dated November 11, 2022 expressed unmodified opinions on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedule – General Fund, the schedules of the District's proportionate share of the net pension liability - PSERS and pension plan contributions - PSERS, schedule of changes in OPEB liability single-employer plan, and the schedules of the District's proportionate share of the net OPEB liability - PSERS and OPEB plan contributions – PSERS on pages 4 through 14 and 50 through 55 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Lampeter-Strasburg School District's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2023, on our consideration of Lampeter-Strasburg School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Lampeter-Strasburg School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Lampeter-Strasburg School District's internal control over financial reporting and compliance.

**Philadelphia, Pennsylvania**  
**, 2023**

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

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Management's discussion and analysis ("**MD&A**") of the financial performance of the Lampeter-Strasburg School District (the "**District**") provides an overview of the District's financial performance for fiscal year ended June 30, 2023. Readers should also review the basic financial statements and related notes to enhance their understanding of the District's financial performance.

### DISTRICT PROFILE

The District consists of two elementary schools, a middle school and a high school consisting of approximately 2,800 students. The District covers 36.2 square miles southeast of the City of Lancaster and is comprised of the Townships of Strasburg and West Lampeter, the Borough of Strasburg and an Annex of Lancaster City. As of the close of the 2022-2023 school year, there were 426 fulltime and regular parttime employees in the District, consisting of 211 teachers, 13 administrators, including general administration, principals and supervisors, and 202 support personnel including administrative assistants, maintenance staff, custodial staff, transportation staff, food service staff, technology staff, school monitors and staff nurses.

The District is committed to providing, in an accountable partnership with the parents and the community, opportunities for each learner to acquire the knowledge, skills and values to become a responsible, productive citizen.

### FINANCIAL HIGHLIGHTS

- On a government-wide basis including all governmental activities and the business type activities, the liabilities and deferred inflows of resources exceeded the assets and deferred outflows of resources of the District resulting in a deficit in total net position at the close of the 2022-2023 fiscal year of \$12,086,852. During the 2022-2023 fiscal year, the District had an increase in total net position of \$9,834,000. The net position of governmental activities increased by \$9,718,045 and the net position of the business-type activities increased by \$115,955.
- The General Fund reported an increase of fund balance of \$2,638,540, bringing the cumulative balance to \$12,451,368 at the conclusion of the 2022-2023 fiscal year.
- At June 30, 2023, the General Fund fund balance includes \$164,477 which is considered nonspendable, \$5,922,643 assigned to capital projects, \$1,111,500 assigned to retirement rate stabilization, \$32,005 assigned to technology initiatives, \$171,710 assigned for property tax assessment appeals, and an unassigned amount of \$5,049,033 or 8.36% of the \$60,391,401 General Fund expenditure budget for 2023-2024.
- Total General Fund revenues and other financing sources were \$4,116,732 more than budgeted amounts and total General Fund expenditures and other financing uses were \$677,486 more than budgeted amounts resulting in a net positive variance of \$3,439,246.

### OVERVIEW OF THE FINANCIAL STATEMENTS

The MD&A is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

### GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.



# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

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The *Statement of Net Position (Deficit)* presents information on all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial condition of the District is improving or deteriorating. To assess the District's overall health, the reader will need to consider additional nonfinancial factors such as changes in the District's property tax base and the condition of school buildings and other facilities.

The *Statement of Activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements distinguish the functions of the District that are principally supported by taxes and intergovernmental revenues from other functions that are intended to recover all or a significant portion of their costs through user fees and charges.

In the government-wide financial statements, the District's activities are divided into two categories:

### **Governmental Activities**

Most of the District's basic services are included here, such as regular and special education, support services, maintenance, transportation and administration.

### **Business-Type Activities**

The District charges fees to cover the costs of its food services and after-school childcare programs.

The government-wide financial statements can be found on Pages 15 and 16 of this report.

## **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the District's funds. A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the District's funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

### **Governmental Funds**

Most of the District's activities are included in the governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on short-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the governmental near-term financing decisions. Both the *Balance Sheet – Governmental Funds* and *Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds* provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

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The District maintains three individual governmental funds. Information is presented separately in the *Balance Sheet – Governmental Funds* and *Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds* for each of the funds.

The District adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with the budget.

The governmental fund financial statements can be found on Pages 17 through 20 of this report.

### **Proprietary Funds**

The District maintains two types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Food Service Fund and School Age Child Care Fund are reported as enterprise funds of the proprietary fund type. Internal service funds are used to accumulate and allocate certain costs internally among the District's various functions. The District uses its internal service fund to account for the District's self-funded healthcare program. Because an internal service fund predominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

The proprietary fund financial statements provide separate financial information for its major fund and internal service fund. The proprietary fund financial statements can be found on Pages 21 through 23 of this report.

### **Fiduciary Funds**

The District is the trustee, or fiduciary, for assets that belong to others, consisting of scholarship and student activity funds. The District is responsible for ensuring that the assets reported in these funds are used for their intended purpose and by those to whom the assets belong. Fiduciary funds are used to account for resources held for the benefit of parties outside the District. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs.

The fiduciary fund financial statements can be found on Pages 24 and 25 of this report.

### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

The notes to the financial statements can be found on Pages 26 through 49 of this report.

### **Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which consists of the budgetary comparison schedule for the General Fund, schedules of the District's proportionate share of the net pension liability and pension plan contributions-PSERS, schedule of changes in OPEB liability single-employer plan, and the schedules of the District's proportionate share of the net OPEB liability and OPEB plan contributions-PSERS.

The required supplementary information can be found on Pages 50 through 55 of this report.

## **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted above, net position may serve over time as a useful indicator of the District's financial condition. At the close of the 2022-2023 fiscal year the District's liabilities and deferred inflows of resources assets exceeded assets and deferred outflows of resources by \$12,086,852. The following table presents condensed information for the *Statement of Net Position (Deficit)* of the District at June 30, 2023 and 2022.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

	Governmental Activities		Business-Type Activities		Totals	
	2023	2022	2023	2022	2023	2022
<b>ASSETS</b>						
Current assets	\$ 40,400,865	\$ 46,345,628	\$ 1,124,998	\$ 1,019,342	\$ 41,525,863	\$ 47,364,970
Noncurrent assets	54,729,060	42,526,829	235,685	173,716	54,964,745	42,700,545
<b>Total assets</b>	<u>95,129,925</u>	<u>88,872,457</u>	<u>1,360,683</u>	<u>1,193,058</u>	<u>96,490,608</u>	<u>90,065,515</u>
<b>DEFERRED OUTFLOWS</b>						
Deferred charges – pension	10,672,220	11,646,264	393,473	392,797	11,065,693	12,039,061
Deferred charges – OPEB	1,018,620	1,364,953	14,409	30,696	1,033,029	1,395,649
Deferred amounts on debt refunding	2,458	3,661	-	-	2,458	3,661
<b>Total deferred outflows</b>	<u>11,693,298</u>	<u>13,014,878</u>	<u>407,882</u>	<u>423,493</u>	<u>12,101,180</u>	<u>13,438,371</u>
<b>LIABILITIES</b>						
Current liabilities	10,103,743	7,454,422	83,650	96,321	10,187,393	7,550,743
Noncurrent liabilities	102,532,564	101,373,948	2,664,589	2,319,520	105,197,153	103,693,468
<b>Total liabilities</b>	<u>112,636,307</u>	<u>108,828,370</u>	<u>2,748,239</u>	<u>2,415,841</u>	<u>115,384,546</u>	<u>111,244,211</u>
<b>DEFERRED INFLOWS</b>						
Deferred credits – pension	2,848,962	12,299,184	105,038	414,816	2,954,000	12,714,000
Deferred credits – OPEB	2,234,873	1,374,745	105,221	91,782	2,340,094	1,466,527
<b>Total deferred outflows</b>	<u>5,083,835</u>	<u>13,673,929</u>	<u>210,259</u>	<u>506,598</u>	<u>5,294,094</u>	<u>14,180,527</u>
<b>NET POSITION (DEFICIT)</b>						
Net investment in capital assets	40,692,959	40,133,016	235,685	173,716	40,928,644	40,306,732
Restricted	4,852,014	3,020,377	-	-	4,852,014	3,020,377
Unrestricted (deficit)	(56,441,892)	(63,768,357)	(1,425,618)	(1,479,604)	(57,867,510)	(65,247,961)
<b>Total net position (deficit)</b>	<u>\$ (10,896,919)</u>	<u>\$ (20,614,964)</u>	<u>\$ (1,189,933)</u>	<u>\$ (1,305,888)</u>	<u>\$ (12,086,852)</u>	<u>\$ (21,920,852)</u>

The District's total assets as of June 30, 2023 were \$96,490,608 of which \$36,810,758 or 38.15%, consisted of cash and investments and \$54,964,745 or 56.96%, consisted of the District's net investment in capital assets. The District's total liabilities as of June 30, 2023 were \$115,384,546 of which \$25,286,218 or 21.91% consisted of general obligation debt used to acquire and construct capital assets and \$71,934,212 or 62.34%, consisted of the actuarially determined net pension liability.

The District had a deficit in unrestricted net position of \$57,867,510 at June 30, 2023. The District's unrestricted net position increased by \$7,380,451 during 2022-2023 primarily due to the results of current year operations and of the change in the District's actuarially determined net pension liability and related deferred outflows and inflows.

A portion of the District's net position reflects its restricted net position which totaled \$4,852,014 as of June 30, 2023. Most of the District's restricted net position is related to amounts restricted for capital expenditures. A small portion, \$21,737, is restricted for student activities at the elementary schools.

Another portion of the District's net position reflects its investment in capital assets net of accumulated depreciation less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. For the year ended June 30, 2023, the District's net investment in capital assets increased by \$621,912 because capital assets were acquired with sources other than debt.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

The following table presents condensed information for the *Statement of Activities* of the District for 2023 and 2022:

	Governmental Activities		Business-Type Activities		Totals	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
<b>REVENUES</b>						
<b>Program revenues</b>						
Charges for services	\$ 212,357	\$ 223,620	\$ 1,510,837	\$ 740,975	\$ 1,723,194	\$ 964,595
Operating grants and contributions	11,667,178	9,832,823	1,359,182	2,296,133	13,026,360	12,128,956
Capital grants and contributions	-	-	-	-	-	-
<b>General revenues</b>						
Property taxes levied for general purposes	39,343,374	38,069,983	-	-	39,343,374	38,069,983
Other taxes levied for general purposes	4,700,013	4,316,596	-	-	4,700,013	4,316,596
Grants and entitlements not restricted to specific programs	5,384,675	4,916,707	-	-	5,384,675	4,916,707
Investment earnings	<u>1,051,185</u>	<u>(673,623)</u>	<u>4,653</u>	<u>193</u>	<u>1,055,838</u>	<u>(673,430)</u>
<b>Total revenues</b>	<u>62,358,782</u>	<u>56,686,106</u>	<u>2,874,672</u>	<u>3,037,301</u>	<u>65,233,454</u>	<u>59,723,407</u>
<b>EXPENSES</b>						
Instruction	34,465,687	33,063,557	-	-	34,465,687	33,063,557
Instructional student support services	3,975,008	3,487,223	-	-	3,975,008	3,487,223
Administrative and financial support services	5,387,672	5,342,548	-	-	5,387,672	5,342,548
Operation and maintenance of plant services	4,439,878	3,976,473	-	-	4,439,878	3,976,473
Pupil transportation	2,033,702	1,902,619	-	-	2,033,702	1,902,619
Student activities	1,442,727	1,359,612	-	-	1,442,727	1,359,612
Community services	6,000	6,000	-	-	6,000	6,000
Interest and amortization expense related to non-current liabilities	801,753	286,770	-	-	801,753	286,770
Food service	-	-	2,102,293	1,863,404	2,102,293	1,863,404
Child care	-	-	<u>744,734</u>	<u>387,350</u>	<u>744,734</u>	<u>387,350</u>
<b>Total expenses</b>	<u>52,552,427</u>	<u>49,424,802</u>	<u>2,847,027</u>	<u>2,250,754</u>	<u>55,399,454</u>	<u>51,675,556</u>
<b>Change in net position (deficit) before transfers</b>	9,806,355	7,261,304	27,645	786,547	9,834,000	8,047,851
Transfers	<u>(88,310)</u>	<u>(348,797)</u>	<u>88,310</u>	<u>348,797</u>	<u>-</u>	<u>-</u>
<b>CHANGE IN NET POSITION (DEFICIT)</b>	<u>\$ 9,718,045</u>	<u>\$ 6,912,507</u>	<u>\$ 115,955</u>	<u>\$ 1,135,344</u>	<u>\$ 9,834,000</u>	<u>\$ 8,047,851</u>

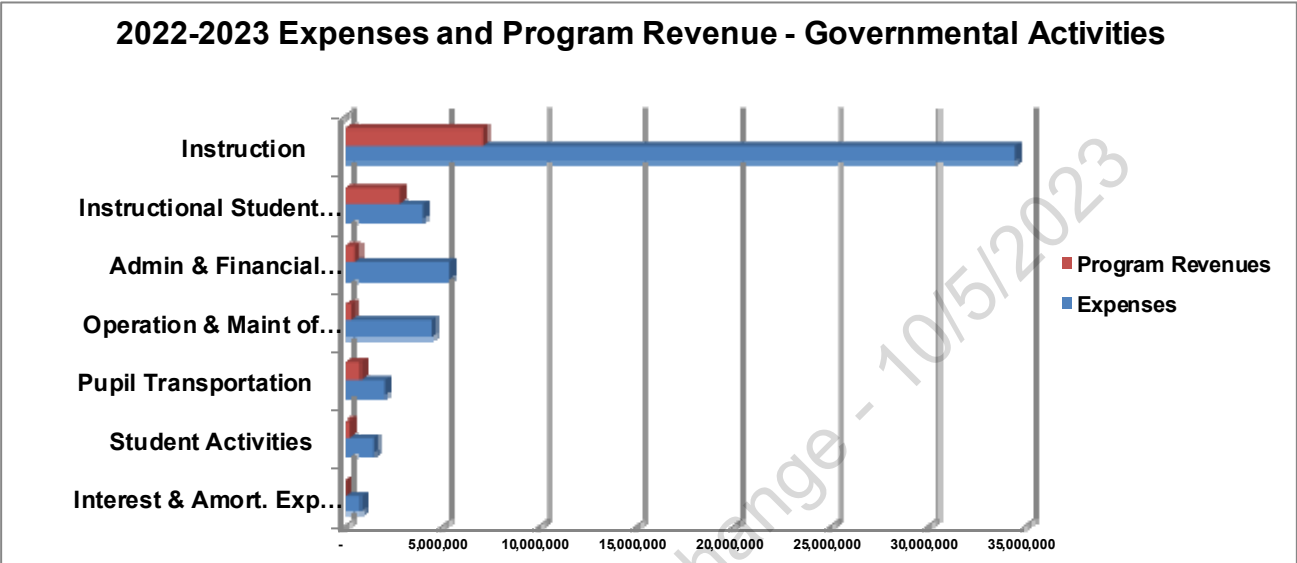
During 2022-2023, the District's net position increased by \$9,834,000 in part due to increases in state funding and savings in salaries, medical and other benefit costs, and building, department, and manager allocations. Future pension contributions, state-mandated programs and negotiated contracts have the potential to offset these gains in future fiscal years. Management of the District continues to aggressively implement cost efficiencies and revenue-generating strategies to combat these factors. In the governmental activities, the District's assessed property tax base drives most of the revenue generated. A significant portion of the District's property tax base is in the form of residential housing. Although the District is primarily a residential community, the District also has a property tax base derived from commercial facilities.

LAMPETER-STRASBURG SCHOOL DISTRICT

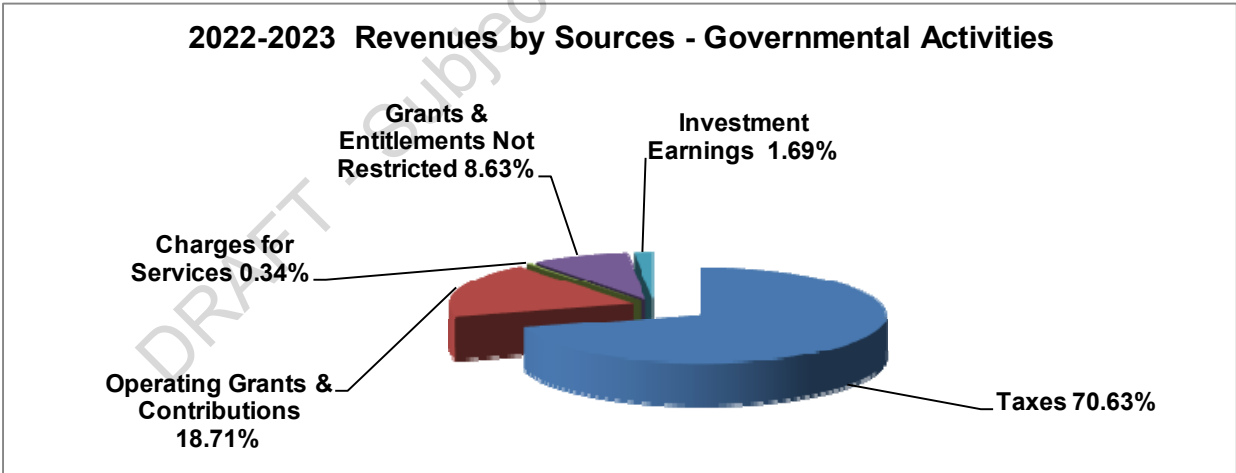
MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

The *Statement of Activities* provides detail that focuses on how the District finances its services. The *Statement of Activities* compares the costs of the District functions and programs with the resources those functions and programs generate themselves in the form of program revenues. As demonstrated by the following graph, all of the District's governmental activities are not self-supporting.



To the degree that the District's functions or programs cost more than they raise, the *Statement of Activities* shows how the District chose to finance the difference through general revenues. The following chart shows that the District relies on tax revenues to finance its governmental activities.



GOVERNMENTAL FUNDS

The governmental fund financial statements provide detailed information of the District's major funds. Some funds are required to be established by State statute while other funds are established by the District to manage monies restricted for a specific purpose. As of June 30, 2023, the District's governmental funds reported a combined fund balance of \$28,933,532 which is a decrease of \$8,087,158 from the prior year. The following table summarizes the District's total governmental fund balances as of June 30, 2023 and 2022 and the total 2023 change in governmental fund balances.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

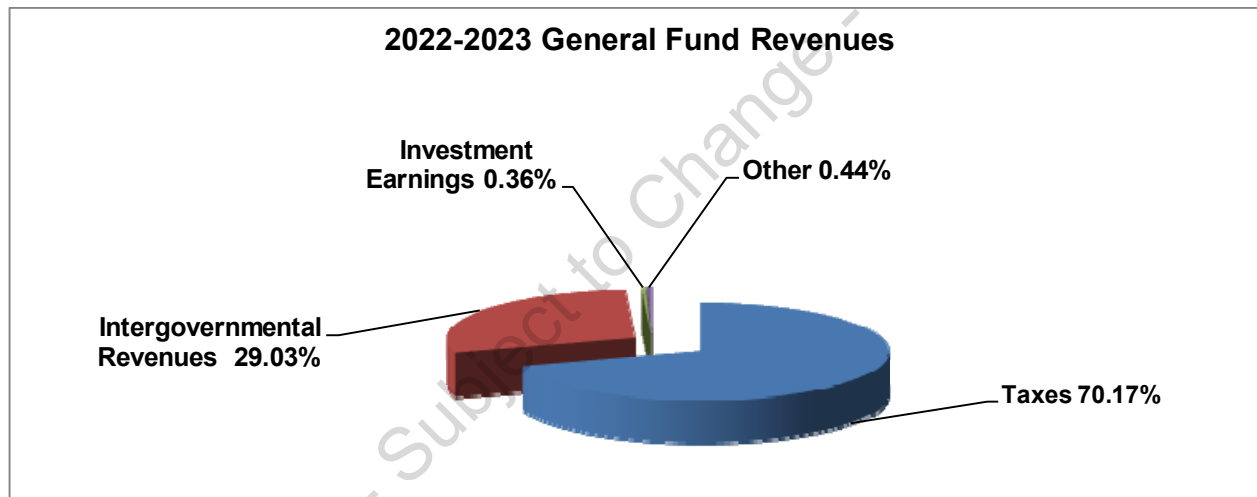
June 30, 2023

	<u>2023</u>	<u>2022</u>	<u>Change</u>
General Fund	\$12,451,368	\$ 9,812,828	\$ 2,638,540
Capital Projects Fund	16,460,427	27,187,969	(10,727,542)
Public Purpose Trust Fund	<u>21,737</u>	<u>19,893</u>	<u>1,844</u>
	<u>\$28,933,532</u>	<u>\$37,020,690</u>	<u>\$ (8,087,158)</u>

### GENERAL FUND

The General Fund is the District's primary operating fund. At the conclusion of the 2022-2023 fiscal year, the General Fund fund balance was \$12,451,368 representing an increase of \$2,638,540 in relation to the prior year. The increase in the District's General Fund fund balance is due to many factors. The following analysis has been provided to assist the reader in understanding the financial activities of the General Fund during the 2022-2023 fiscal year.

The District's reliance upon tax revenues is demonstrated by the graph below that indicates 70.17% of General Fund revenues are derived from local taxes.



### General Fund Revenues and Other Financing Sources

	<u>2023</u>	<u>2022</u>	<u>\$ Change</u>	<u>% Change</u>
Tax revenues	\$43,237,321	\$41,788,253	\$1,449,068	3.47
Intergovernmental revenues	17,886,467	15,482,043	2,404,424	15.53
Investment earnings (losses)	220,100	(716,819)	936,919	130.71
Other	<u>274,106</u>	<u>120,742</u>	<u>153,364</u>	<u>127.02</u>
	<u>\$61,617,994</u>	<u>\$56,674,219</u>	<u>\$4,943,775</u>	<u>8.72</u>

Net tax revenues increased by \$1,449,068 or 3.47%, despite only a 1.9% millage increase in 2022-2023. An increase in property assessment and collection of real estate taxes, as well as continued growth of earned income tax and real estate sales accounted for the current year increase in tax revenue. The following table summarizes the changes in the District's tax revenues for 2023 compared to 2022:

# LAMPETER-STRASBURG SCHOOL DISTRICT

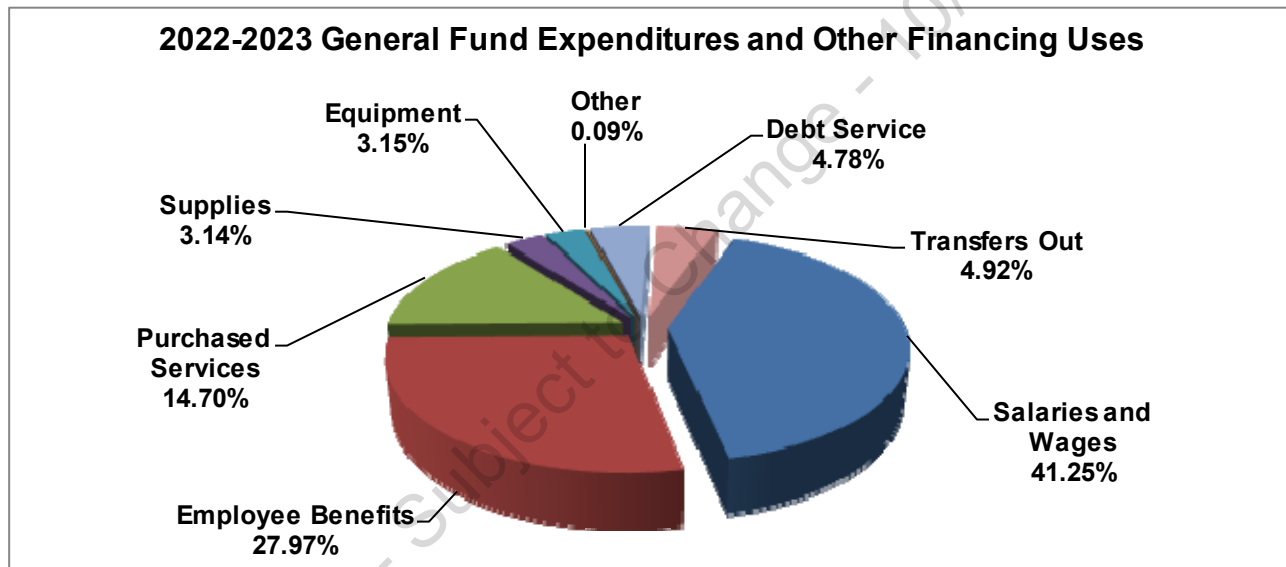
## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

	<u>2023</u>	<u>2022</u>	<u>\$ Change</u>	<u>% Change</u>
Real estate tax	\$37,776,720	\$36,630,715	\$1,146,005	3.13
Interim tax	238,474	214,502	23,972	11.18
PURTA tax	39,291	39,753	(462)	(1.16)
Earned income tax	3,955,766	3,734,641	221,125	5.92
Transfer tax	744,247	581,954	162,293	27.89
Delinquent tax	482,823	586,688	(103,865)	(17.70)
	<u>\$43,237,321</u>	<u>\$41,788,253</u>	<u>\$1,449,068</u>	<u>3.47</u>

Intergovernmental revenues increased primarily due to additional governmental funding received to aid with additional costs incurred associated with the COVID-19.

As the graph below illustrates, the largest portion of General Fund expenditures are for salaries and benefits. The District is an educational service entity and as such is labor intensive.



### General Fund Expenditures and Other Financing Uses

	<u>2023</u>	<u>2022</u>	<u>\$ Change</u>	<u>% Change</u>
Salaries and wages	\$24,328,533	\$23,521,850	\$ 806,683	3.43
Employee benefits	16,496,168	15,899,129	597,039	3.76
Purchased services	8,668,552	8,105,012	563,540	6.95
Supplies and energy	1,849,539	1,993,907	(144,368)	(7.24)
Equipment	1,857,337	781,492	1,075,845	137.67
Other	54,469	52,795	1,674	3.17
Debt service	2,821,278	1,889,317	931,961	49.33
Transfers out	2,903,578	4,208,075	(1,304,497)	(31.00)
	<u>\$58,979,454</u>	<u>\$56,451,577</u>	<u>\$ 2,527,877</u>	<u>4.48</u>

Purchased services increased by \$563,540 or 6.95%. This increase is mainly attributed to additional special education program costs and additional transportation expenses.

Equipment purchases increased \$1,075,845 or 137.67% primarily due to additional governmental funding related to COVID-19 being used to purchase HVAC equipment to improve air circulation, two new vans for student transportation, custodial equipment, and replacement Chromebooks and iPads.

# **LAMPETER-STRASBURG SCHOOL DISTRICT**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED**

**June 30, 2023**

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Debt service increased \$931,961 or 49.33% because of repayments beginning on the 2022 bond issue.

Transfers out decreased by \$1,304,497 or 31.00% due to the additional debt service referenced above. As debt service continues to increase, the transfer to Capital Reserve will decrease.

### **CAPITAL PROJECTS FUND**

The Capital Projects Fund accounts for construction and renovation activity associated with the District's buildings and major equipment purchases. The Capital Projects Fund receives the majority of its revenues from the issuance of general obligation debt and transfers from the General Fund. During 2022-2023, the Capital Projects Fund reported a decrease in fund balance of \$10,727,542 primarily due to capital outlays. The remaining fund balance of \$16,460,427 as of June 30, 2023 is restricted for future capital expenditures.

### **GENERAL FUND BUDGET INFORMATION**

Actual revenues and other financing sources were \$4,116,732 more than budgeted amounts and total General Fund expenditures and other financing uses were \$677,486 more than budgeted amounts resulting in a net positive variance of \$3,439,246. Major budgetary highlights for 2022-2023 were as follows:

- Total federal source revenues were over budget by \$2,026,856. This is primarily due to additional governmental funding received to help offset expenses related to the COVID-19, including salaries, benefits, transportation equipment, and technology needs.
- Total actual expenditures were over budget by \$677,486. This variance is a direct result of the increase in federal revenues, mainly an increase to equipment as referenced in the previous section.

### **BUSINESS-TYPE ACTIVITIES AND PROPRIETARY FUNDS**

During 2022-2023, the net position of the business-type activities and proprietary funds increased by \$115,955. The net position of the Food Service Fund increased by \$248,168 and the net position of the School-Age Child Care Fund decreased by \$132,213. As of June 30, 2023, the business-type activities and proprietary funds had a deficit in net position of \$1,189,933 due in large part to the net pension and other post-employment benefit liabilities.

### **CAPITAL ASSETS**

The District's net capital assets for its governmental and business-type activities as of June 30, 2023 amounted to \$54,964,745 net of accumulated depreciation. This investment in capital assets includes land and improvements, buildings and improvements, furniture and equipment and right-to-use leased equipment and subscription assets. The total increase in the District's net investment in capital assets for the current fiscal year was \$12,264,200 or 28.72%. The increase was the result of current year capital additions in excess of depreciation expense. Current year depreciation expense was \$3,341,312 and capital expenditures were \$15,605,512. The major capital additions for the current year consisted of construction in progress for the early childhood building totaling \$10,354,071 and critical capital projects totaling \$3,189,974.

### **NONCURRENT LIABILITIES**

At the end of the current fiscal year, the District had total general obligation debt of \$25,286,218 consisting of \$23,825,000 in bonds payable and \$1,461,218 in unamortized bond premiums. The entire amount is backed by the full faith and credit of the District. The District's general obligation debt decreased by \$2,069,010 or 7.56% during the fiscal year.



# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

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State statutes limit the amount of general obligation debt the District may issue up to 225% of its borrowing base capacity which is calculated as the annual arithmetic average of the total revenues for the preceding three fiscal years. The current debt limitation for the District is \$130,346,161 which exceeds the District's outstanding general obligation debt as of June 30, 2023. The District maintains an AA- rating from Standard and Poor's.

The District reports its allocated portion of its defined benefit unfunded benefit obligation related to its participation in the Pennsylvania State Employees' Retirement System ("**PSERS**"). The District's allocated portion of the net pension liability is an actuarially determined estimate of the unfunded cost of the pension plan obligation which totaled \$71,934,212 as of June 30, 2023. The District's net pension liability increased by \$4,724,345 or 7.03% during the fiscal year.

The District reports a liability for its other post-employment benefits ("**OPEB**") related to its single employer OPEB plan and its participation in the PSERS health insurance premium assistance program. The District's net OPEB liability is an actuarially determined estimate of the unfunded cost of the total OPEB liability which totaled \$4,249,685 as of June 30, 2023. The District's net OPEB liability decreased by \$1,187,849 or 21.85% during the fiscal year.

Other noncurrent liabilities consist of the District's liabilities for leases payable, subscription liabilities, and accrued retirement bonuses, which totaled \$3,727,038 as of June 30, 2023. These liabilities increased by \$36,199 or 0.98% during the fiscal year.

### FACTORS BEARING ON THE DISTRICT'S FUTURE

The implications of COVID-19 continue to impact the District in ways unimagined since early 2020. From online learning to deep cleaning efforts, staffing impacts and anticipated wide-spread financial declines, the District has seen the effects of this emergency. The Board has taken a cautious approach, trying to keep staffing levels as close to "normal" as possible. The District is data-driven and continues gathering information as we look to build future budgets. Inflationary pressure is impacting all businesses and individuals. The District is no exception, and this will need to be an area which is closely monitored. All internal groups are aware of the concerns and continue to rise to meet the challenges.

The District adopted a 2023-2024 budget totaling \$60,391,401 including a budgeted use of fund balance of \$261,091 in General Fund fund balance as of June 30, 2023, and the real estate tax millage increased to 17.9629 mills or 2.2%.

As we have seen throughout the nation, the economic situation is having an effect on the public sector. Challenges face many school districts in Pennsylvania on a number of issues. With the passage of Act 1 of 2006, our District is faced with a cap on the amount of money that can be funded from a property tax increase without voter referendums. This cap is based upon a percentage calculated and provided annually by the Pennsylvania Department of Education. The District will face pressure to keep tax increases at or well below the allowable increase for the foreseeable future.

In addition to demonstrating proficiency of the Pennsylvania Core and Academic Standards, our District is faced with additional challenges from the mandates imposed by the Federal government through the reauthorization of the Elementary and Secondary Education Act, or Every Student Succeeds Act ("**ESSA**"). ESSA has far-reaching requirements on standardized testing; reporting academic performance; adequate yearly progress goals; teacher qualifications, certifications, and training; disaggregation of student achievement data; the education of English Language Learners and extensive reporting to the community. It will require a continued, and possibly greater, emphasis on investment in curricular materials, staff development, and communication to comply with ESSA's mandates.

Many school districts face the common problem of escalating costs for employee benefits, particularly the retirement expenses of the Public School Employees' Retirement System ("**PSERS**") and, as in the case for our District, self-insured healthcare costs. Both of these costs are set by outside influences and, therefore, are not discretionary costs that can be controlled by District management.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED

June 30, 2023

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Market performance of the invested PSERS funds have resulted in estimated increases that will affect our employer contributions for years to come. While the actual effect of the current market has yet to be determined, higher employer costs in the short term and high rates into the future are being planned for by the District through the use of an assigned fund balance integrated with millage increases. This condition has had an alarming effect on school district budgeting across the Commonwealth and has led to significant reductions in programs and services. The portion of funds assigned in the District's fund balance to be used to contain the projected increases in the employer share of PSERS will not be enough to alleviate the problem, but it will allow the District to prudently plan for any potential changes. The District is fortunate to have anticipated the looming crisis and fortunate to have assigned funds to help lessen the dramatic impact that other school districts may experience.

The Commonwealth has attempted to lessen the burden of the Public School Employees' Retirement System ("**PSERS**") and reduce benefits for individuals who become new members of PSERS. The employer contribution rate for 2023-2024 is 34.00%, which is a decrease of 3.57% from the 2022-2023 employer contribution rate of 35.26%. The employer contribution rate for 2024-2025 is projected at 34.73% and expected to continue to climb to 35.49% in 2025-2026.

Today's extremely competitive job market is also impacting the District with numerous positions unfilled. With low unemployment levels and private business raising hourly rates exponentially, the District will face many challenges to remain competitive in this market. The Administration and Board will continue to look forward to ensure the District remains an employer of choice.

The costs of medical benefits will continue to have an effect on the District budget, as the District continues to offer a competitive benefits package to employees through the District's self-insured plan. The District continues to implement various strategies to lower the pace of medical inflation, including a near-site clinic and high deductible health plan option.

Maintaining an appropriate physical environment for learning requires investment in the construction, expansion, and renovation of school facilities. This is a well-planned and ongoing process in our District, accompanied by constant monitoring of enrollment trends and financial implications for the District. The District completed a comprehensive Feasibility Study looking at every building, the educational delivery system and growth projections. This Study included many recommendations addressing campus safety, large and small renovations and a new Kindergarten/Early Childhood Center. This new building is anticipated to open for students in August 2024. The Board of School Directors approved the study but continues to monitor the economic climate and discuss options. Further details of the Study and recommendations may be found on the District website at <https://www.lspioneers.org/Departments/Buildings-And-Grounds/Feasibility-Study/>.

In conclusion, the District has committed itself to financial and educational excellence for the future. The District's systems of budgeting and internal controls are well regarded and consistently followed. Continued diligence in all financial matters will be a key component of continued financial performance well into the future.

### CONTACTING THE DISTRICT FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the District. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Business Manager, Lampeter-Strasburg School District, P.O. Box 428, Lampeter, PA 17537.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF NET POSITION (DEFICIT)

June 30, 2023

	Governmental Activities	Business-type Activities	Total
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$ 26,486,674	\$ 827,850	\$ 27,314,524
Investments	9,496,234	-	9,496,234
Taxes receivable	1,201,106	-	1,201,106
Due from other governments	2,684,423	6,250	2,690,673
Internal balances	(178,460)	178,460	-
Other receivables	609,545	9,270	618,815
Inventories	82,936	88,718	171,654
Prepaid expenses	18,407	14,450	32,857
<b>Total current assets</b>	<b>40,400,865</b>	<b>1,124,998</b>	<b>41,525,863</b>
<b>NONCURRENT ASSETS</b>			
Capital assets, net	54,729,060	235,685	54,964,745
<b>Total assets</b>	<b>95,129,925</b>	<b>1,360,683</b>	<b>96,490,608</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred charges - pension	10,672,220	393,473	11,065,693
Deferred charges - OPEB	1,018,620	14,409	1,033,029
Deferred amounts on debt refunding	2,458	-	2,458
<b>Total deferred outflows of resources</b>	<b>11,693,298</b>	<b>407,882</b>	<b>12,101,180</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION (DEFICIT)</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable	3,485,183	-	3,485,183
Accrued salaries, payroll withholdings and benefits	6,150,503	16,045	6,166,548
Due to other governments	144,287	-	144,287
Accrued interest payable	282,814	-	282,814
Unearned revenue	40,956	67,605	108,561
<b>Total current liabilities</b>	<b>10,103,743</b>	<b>83,650</b>	<b>10,187,393</b>
<b>NONCURRENT LIABILITIES</b>			
Due within one year	2,415,357	-	2,415,357
Due in more than one year	100,117,207	2,664,589	102,781,796
<b>Total noncurrent liabilities</b>	<b>102,532,564</b>	<b>2,664,589</b>	<b>105,197,153</b>
<b>Total liabilities</b>	<b>112,636,307</b>	<b>2,748,239</b>	<b>115,384,546</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred credits - pension	2,848,962	105,038	2,954,000
Deferred credits - OPEB	2,234,873	105,221	2,340,094
<b>Total deferred outflows of resources</b>	<b>5,083,835</b>	<b>210,259</b>	<b>5,294,094</b>
<b>NET POSITION (DEFICIT)</b>			
Net investment in capital assets	40,692,959	235,685	40,928,644
Restricted	4,852,014	-	4,852,014
Unrestricted (deficit)	(56,441,892)	(1,425,618)	(57,867,510)
<b>Total net position (deficit)</b>	<b>\$ (10,896,919)</b>	<b>\$ (1,189,933)</b>	<b>\$ (12,086,852)</b>

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF ACTIVITIES

Year ended June 30, 2023

		Program Revenues			Net (Expense) Revenue and Changes in Net Position (Deficit)		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
	Expenses						
<b>GOVERNMENTAL ACTIVITIES</b>							
Instruction	\$ 34,465,687	\$ 35,197	\$ 7,056,847	\$ -	\$ (27,373,643)	\$ -	\$ (27,373,643)
Instructional student support	3,975,008	-	2,831,415	-	(1,143,593)	-	(1,143,593)
Administrative and financial support services	5,387,672	-	521,493	-	(4,866,179)	-	(4,866,179)
Operation and maintenance of plant services	4,439,878	32,777	308,919	-	(4,098,182)	-	(4,098,182)
Pupil transportation	2,033,702	-	782,881	-	(1,250,821)	-	(1,250,821)
Student activities	1,442,727	144,383	105,399	-	(1,192,945)	-	(1,192,945)
Community services	6,000	-	-	-	(6,000)	-	(6,000)
Interest and amortization expense related to noncurrent liabilities	801,753	-	60,224	-	(741,529)	-	(741,529)
<b>Total governmental activities</b>	<b>52,552,427</b>	<b>212,357</b>	<b>11,667,178</b>	<b>-</b>	<b>(40,672,892)</b>	<b>-</b>	<b>(40,672,892)</b>
<b>BUSINESS-TYPE ACTIVITIES</b>							
Food service	2,102,293	969,850	1,292,216	-	-	159,773	159,773
Child care	744,734	540,987	66,966	-	-	(136,781)	(136,781)
<b>Total business-type activities</b>	<b>2,847,027</b>	<b>1,510,837</b>	<b>1,359,182</b>	<b>-</b>	<b>-</b>	<b>22,992</b>	<b>22,992</b>
<b>Total primary government</b>	<b>\$ 55,399,454</b>	<b>\$ 1,723,194</b>	<b>\$ 13,026,360</b>	<b>\$ -</b>	<b>(40,672,892)</b>	<b>22,992</b>	<b>(40,649,900)</b>
<b>GENERAL REVENUES</b>							
Property taxes levied for general purposes					39,343,374	-	39,343,374
Other taxes levied for general purposes					4,700,013	-	4,700,013
Grants and entitlements not restricted to specific programs					5,384,675	-	5,384,675
Investment earnings (losses)					1,051,185	4,653	1,055,838
<b>TRANSFERS</b>					<b>(88,310)</b>	<b>88,310</b>	<b>-</b>
<b>Total general revenues and transfers</b>					<b>50,390,937</b>	<b>92,963</b>	<b>50,483,900</b>
<b>CHANGE IN NET POSITION (DEFICIT)</b>					<b>9,718,045</b>	<b>115,955</b>	<b>9,834,000</b>
<b>NET POSITION (DEFICIT)</b>							
Beginning of year, restated					(20,614,964)	(1,305,888)	(21,920,852)
<b>End of year</b>					<b>\$ (10,896,919)</b>	<b>\$ (1,189,933)</b>	<b>\$ (12,086,852)</b>

See accompanying notes

**LAMPETER-STRASBURG SCHOOL DISTRICT****BALANCE SHEET - GOVERNMENTAL FUNDS****June 30, 2023**

	<b>Major Funds</b>			
	<b>General Fund</b>	<b>Capital Projects Fund</b>	<b>Public Purpose Trust</b>	<b>Total</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 6,742,307	\$ 18,340,104	\$ 21,737	\$ 25,104,148
Investments	8,427,883	354,144	-	8,782,027
Taxes receivable, net	1,201,106	-	-	1,201,106
Due from other funds	573,984	-	-	573,984
Due from other governments	2,684,423	-	-	2,684,423
Other receivables	35,561	-	-	35,561
Inventories	82,936	-	-	82,936
Prepaid expenditures	81,541	-	-	81,541
<b>Total assets</b>	<b>\$ 19,829,741</b>	<b>\$ 18,694,248</b>	<b>\$ 21,737</b>	<b>\$ 38,545,726</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 567,469	\$ 2,233,821	\$ -	\$ 2,801,290
Due to other funds	178,460	-	-	178,460
Accrued salaries, payroll withholdings and benefits	6,150,503	-	-	6,150,503
Due to other governments	144,287	-	-	144,287
Unearned revenue	57,875	-	-	57,875
<b>Total liabilities</b>	<b>7,098,594</b>	<b>2,233,821</b>	<b>-</b>	<b>9,332,415</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenues - property and per capita taxes	279,779	-	-	279,779
<b>FUND BALANCES</b>				
Nonspendable				
Inventories	82,936	-	-	82,936
Prepaid expenditures	81,541	-	-	81,541
Restricted for				
Capital projects	-	16,460,427	-	16,460,427
Student organizations	-	-	21,737	21,737
Assigned to				
Employer retirement rate stabilization	1,111,500	-	-	1,111,500
Property tax assessment appeals	171,710	-	-	171,710
Technology initiatives	32,005	-	-	32,005
Capital projects	5,922,643	-	-	5,922,643
Unassigned	5,049,033	-	-	5,049,033
<b>Total fund balances</b>	<b>12,451,368</b>	<b>16,460,427</b>	<b>21,737</b>	<b>28,933,532</b>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<b>\$ 19,829,741</b>	<b>\$ 18,694,248</b>	<b>\$ 21,737</b>	<b>\$ 38,545,726</b>

**See accompanying notes**

## LAMPETER-STRASBURG SCHOOL DISTRICT

### RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO NET POSITION (DEFICIT) OF GOVERNMENTAL ACTIVITIES ON THE STATEMENT OF NET POSITION (DEFICIT)

June 30, 2023

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<b>TOTAL GOVERNMENTAL FUND BALANCES</b>	<b>\$ 28,933,532</b>
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Amounts reported for governmental activities in the statement of net position (deficit) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet.	54,665,926
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Deferred outflows of resources for deferred amounts on debt refunding are currently expended in the governmental funds, whereas they are capitalized and amortized over the life of the respective debt in the government-wide statement of net position (deficit).	2,458
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Deferred outflows of resources and deferred inflows of resources related to pensions and other post-employment benefits are not reported as assets and liabilities in the governmental funds balance sheet.	6,607,005
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Some of the District's property taxes and certain other receivables will be collected after year-end, but are not available soon enough to pay for the current period's expenditures, and therefore are reported as deferred inflows of resources on the governmental funds balance sheet.	296,698
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The Internal Service Fund is used by management to charge the cost of health insurance claims to the General Fund. The assets and liabilities of the District's Internal Service Fund are included in the governmental activities on the government-wide statement of net position (deficit).	1,412,840
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Noncurrent liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds balance sheet.	(102,532,564)
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Accrued interest payable on long-term liabilities is included in the statement of net position (deficit), but is excluded from the governmental funds balance sheet until due and payable.	(282,814)
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<b>NET POSITION (DEFICIT) OF GOVERNMENTAL ACTIVITIES</b>	<b><u>\$ (10,896,919)</u></b>
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# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year ended June 30, 2023

	Major Funds			Total
	General Fund	Capital Projects Fund	Public Purpose Trust	
<b>REVENUES</b>				
Local sources	\$ 43,937,026	\$ 784,908	\$ 2,886	\$ 44,724,820
State sources	13,840,025	-	-	13,840,025
Federal sources	3,720,269	-	-	3,720,269
<b>Total revenues</b>	<u>61,497,320</u>	<u>784,908</u>	<u>2,886</u>	<u>62,285,114</u>
<b>EXPENDITURES</b>				
Current				
Instruction	34,672,685	-	-	34,672,685
Support services	16,599,428	4,627	-	16,604,055
Operation of noninstructional services	1,159,998	-	1,042	1,161,040
Facilities acquisition, construction and improvement services	822,487	14,323,091	-	15,145,578
Debt service	2,821,278	-	-	2,821,278
<b>Total expenditures</b>	<u>56,075,876</u>	<u>14,327,718</u>	<u>1,042</u>	<u>70,404,636</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>5,421,444</u>	<u>(13,542,810)</u>	<u>1,844</u>	<u>(8,119,522)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from other right to use arrangements	112,771	-	-	112,771
Proceeds from sale of capital assets	7,903	-	-	7,903
Transfers in	-	2,903,578	-	2,903,578
Transfers out	(2,903,578)	(88,310)	-	(2,991,888)
<b>Total other financing sources (uses)</b>	<u>(2,782,904)</u>	<u>2,815,268</u>	<u>-</u>	<u>32,364</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>2,638,540</u>	<u>(10,727,542)</u>	<u>1,844</u>	<u>(8,087,158)</u>
<b>FUND BALANCES</b>				
Beginning of year	<u>9,812,828</u>	<u>27,187,969</u>	<u>19,893</u>	<u>37,020,690</u>
<b>End of year</b>	<u>\$ 12,451,368</u>	<u>\$ 16,460,427</u>	<u>\$ 21,737</u>	<u>\$ 28,933,532</u>

See accompanying notes

## LAMPETER-STRASBURG SCHOOL DISTRICT

### RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO CHANGE IN NET POSITION (DEFICIT) OF GOVERNMENTAL ACTIVITIES ON THE STATEMENT OF ACTIVITIES

Year ended June 30, 2023

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#### NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS

\$ (8,087,158)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as amortization and depreciation expense. This is the amount by which capital outlays exceeded amortization and depreciation expense in the current period.

Capital outlay expenditures	\$ 15,447,955	
Depreciation and amortization expense	<u>(3,308,858)</u>	12,139,097

Because some property taxes and certain other receivables will not be collected for several months after the District's fiscal year ends, they are not considered as "available" revenues in the governmental funds. Deferred inflows of resources decreased by this amount in the current period.

Deferred inflows of resources June 30, 2022	(277,110)	
Deferred inflows of resources June 30, 2023	<u>296,698</u>	19,588

The Internal Service Fund is used by management to charge the cost of health insurance claims to the General Fund. The change in net position of the Internal Service Fund is reported with the governmental activities.

(282,329)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of the governmental funds. Neither transaction, however, has any effect on the change in net position of governmental activities. Also, governmental funds report the effect of premiums, discounts and similar items when long-term debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Repayment of bonds payable	1,960,000	
Repayment of leases payable	268,860	
Proceeds from other right to use arrangements	(112,771)	
Repayment of other right to use arrangements	97,427	
Amortization of premiums and deferred amounts on refunding	<u>107,807</u>	2,321,323

Some expenses reported in the statement of activities do not require the use of current financial resources, and, therefore are not reported as expenditures on governmental funds.

Current year change in accrued interest payable	(181,051)	
Change in net pension liability and related deferred inflows and outflows	4,116,819	
Current year change in accrued retirement bonuses	(284,280)	
Change in net OPEB liability and related deferred inflows and outflows	<u>(43,964)</u>	<u>3,607,524</u>

#### CHANGE IN NET POSITION (DEFICIT) OF GOVERNMENTAL ACTIVITIES

\$ 9,718,045

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See accompanying notes



# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF NET POSITION (DEFICIT) - PROPRIETARY FUNDS

June 30, 2023

	Major Funds			
	Food Service Fund	School-Age Child Care Fund	Total	Internal Service Fund
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>				
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	\$ 482,347	\$ 345,503	\$ 827,850	\$ 1,382,526
Investments	-	-	-	714,207
Due from other governments	6,250	-	6,250	-
Due from other funds	123,451	55,009	178,460	-
Other receivables	9,270	-	9,270	573,984
Inventories	88,718	-	88,718	-
Prepaid expenses	14,450	-	14,450	-
<b>Total current assets</b>	<b>724,486</b>	<b>400,512</b>	<b>1,124,998</b>	<b>2,670,717</b>
<b>NONCURRENT ASSETS</b>				
Capital assets, net	235,685	-	235,685	-
<b>Total assets</b>	<b>960,171</b>	<b>400,512</b>	<b>1,360,683</b>	<b>2,670,717</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred charges - pension	255,524	137,949	393,473	-
Deferred charges - OPEB	(479)	14,888	14,409	-
<b>Total deferred outflows of resources</b>	<b>255,045</b>	<b>152,837</b>	<b>407,882</b>	<b>-</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION (DEFICIT)</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ -	\$ -	\$ -	\$ 683,893
Due to other funds	-	-	-	573,984
Accrued salaries, payroll withholdings and benefits	16,045	-	16,045	-
Unearned revenue	67,605	-	67,605	-
<b>Total current liabilities</b>	<b>83,650</b>	<b>-</b>	<b>83,650</b>	<b>1,257,877</b>
<b>NONCURRENT LIABILITIES</b>				
Due within one year	-	-	-	-
Due in more than one year	1,717,860	946,729	2,664,589	-
<b>Total noncurrent liabilities</b>	<b>1,717,860</b>	<b>946,729</b>	<b>2,664,589</b>	<b>-</b>
<b>Total liabilities</b>	<b>1,801,510</b>	<b>946,729</b>	<b>2,748,239</b>	<b>1,257,877</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred charges - pension	68,213	36,825	105,038	-
Deferred charges - OPEB	88,879	16,342	105,221	-
<b>Total deferred inflows of resources</b>	<b>157,092</b>	<b>53,167</b>	<b>210,259</b>	<b>-</b>
<b>NET POSITION (DEFICIT)</b>				
Net investment in capital assets	235,685	-	235,685	-
Unrestricted (deficit)	(979,071)	(446,547)	(1,425,618)	1,412,840
<b>Total net position (deficit)</b>	<b>\$ (743,386)</b>	<b>\$ (446,547)</b>	<b>\$ (1,189,933)</b>	<b>\$ 1,412,840</b>

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (DEFICIT) - PROPRIETARY FUNDS

Year ended June 30, 2023

	Major Funds		Total	Internal Service Fund
	Food Service Fund	School-Age Child Care Fund		
<b>OPERATING REVENUES</b>				
Charges for services	\$ 969,850	\$ 540,987	\$ 1,510,837	\$ 6,371,010
<b>OPERATING EXPENSES</b>				
Salaries	623,777	343,614	967,391	-
Employee benefits	307,916	354,900	662,816	6,699,516
Purchased professional and technical services	55,016	2,133	57,149	-
Supplies	1,083,130	44,087	1,127,217	-
Depreciation	32,454	-	32,454	-
<b>Total operating expenses</b>	<u>2,102,293</u>	<u>744,734</u>	<u>2,847,027</u>	<u>6,699,516</u>
<b>Operating income (loss)</b>	<u>(1,132,443)</u>	<u>(203,747)</u>	<u>(1,336,190)</u>	<u>(328,506)</u>
<b>NONOPERATING REVENUES</b>				
Earnings on investments	85	4,568	4,653	46,177
State sources	344,774	66,966	411,740	-
Federal sources	947,442	-	947,442	-
<b>Total nonoperating revenues</b>	<u>1,292,301</u>	<u>71,534</u>	<u>1,363,835</u>	<u>46,177</u>
<b>CHANGE IN NET POSITION (DEFICIT) BEFORE TRANSFERS</b>	159,858	(132,213)	27,645	(282,329)
<b>TRANSFERS IN</b>	<u>88,310</u>	<u>-</u>	<u>88,310</u>	<u>-</u>
<b>CHANGE IN NET POSITION (DEFICIT)</b>	248,168	(132,213)	115,955	(282,329)
<b>NET POSITION (DEFICIT)</b>				
Beginning of year	<u>(991,554)</u>	<u>(314,334)</u>	<u>(1,305,888)</u>	<u>1,695,169</u>
<b>End of year</b>	<u>\$ (743,386)</u>	<u>\$ (446,547)</u>	<u>\$ (1,189,933)</u>	<u>\$ 1,412,840</u>

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS

Year ended June 30, 2023

	Major Funds			
	Food Service Fund	School-Age Child Care Fund	Total	Internal Service Fund
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Cash received from charges for services	\$ 928,867	\$ 522,605	\$ 1,451,472	\$ -
Cash received from assessments made to other funds	-	-	-	6,371,010
Cash payments to employees for services	(1,013,979)	(555,232)	(1,569,211)	-
Cash payments for insurance claims	-	-	-	(6,371,010)
Cash payments to supplies for goods and services	(976,771)	(46,220)	(1,022,991)	-
Net cash used for operating activities	(1,061,883)	(78,847)	(1,140,730)	-
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
State sources	346,383	66,966	413,349	-
Federal sources	853,792	-	853,792	-
Net cash provided by noncapital financing activities	1,200,175	66,966	1,267,141	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Acquisition of capital assets	(94,423)	-	(94,423)	-
Transfers in	88,310	-	88,310	-
Net cash used for capital and related financing activities	(6,113)	-	(6,113)	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Earnings on investments	85	4,568	4,653	46,177
Net sale of investments	-	111,938	111,938	576,420
Net cash provided by investing activities	85	116,506	116,591	622,597
Net increase in cash	132,264	104,625	236,889	622,597
<b>CASH</b>				
Beginning of year	350,083	240,878	590,961	759,929
Ending of year	\$ 482,347	\$ 345,503	\$ 827,850	\$ 1,382,526
<b>Reconciliation of operating loss to net cash provided by (used for) operating activities:</b>				
Operating income (loss)	\$ (1,132,443)	\$ (203,747)	\$ (1,336,190)	\$ (328,506)
<b>Adjustments to reconcile operating loss to net cash provided by (used for) operating activities</b>				
Depreciation	32,454	-	32,454	-
Donated commodities used	143,554	-	143,554	-
(Increase) decrease in				
Due from other governments	(6,250)	-	(6,250)	-
Due from other funds	(5,766)	(18,382)	(24,148)	-
Other receivables	(9,270)	-	(9,270.00)	(469,551)
Inventories	24,071	-	24,071	-
Prepaid expenses	(14,450)	-	(14,450)	-
Increase (decrease) in				
Accounts payable	-	-	-	328,506
Due to other funds	(417)	(1,754)	(2,171)	469,551
Accrued salaries, payroll withholdings and benefits	(1,174)	-	(1,174)	-
Unearned revenue	(11,497)	-	(11,497)	-
Noncurrent liabilities and deferred charges and credits	(80,695)	145,036	64,341	-
Net cash used for operating activities	\$ (1,061,883)	\$ (78,847)	\$ (1,140,730)	\$ -
<b>SUPPLEMENTAL DISCLOSURE</b>				
<b>Noncash noncapital financing activity</b>				
USDA donated commodities	\$ 143,554	\$ -	\$ 143,554	\$ -

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF NET POSITION - FIDUCIARY FUNDS

June 30, 2023

	Private- Purpose Trust	Custodial Funds
<b>ASSETS</b>		
Cash and cash equivalents	\$ 182,211	\$ 180,898
Accounts receivable	-	560
<b>Total assets</b>	<u>182,211</u>	<u>181,458</u>
<b>LIABILITIES</b>		
Accounts payable	-	26,062
<b>NET POSITION</b>		
Restricted for student activities	-	155,396
Net position held in trust for scholarships	<u>182,211</u>	-
<b>Total net position</b>	<u>\$ 182,211</u>	<u>\$ 155,396</u>

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## STATEMENT OF CHANGES IN NET POSITION - FIDUCIARY FUNDS

Year ended June 30, 2023

	Private- Purpose Trust	Custodial Funds
<b>ADDITIONS</b>		
Receipts from student groups	\$ -	\$ 320,550
Local contributions	26,275	-
Investment earnings	3,355	11
<b>Total additions</b>	<u>29,630</u>	<u>320,561</u>
<b>DEDUCTIONS</b>		
Student activity disbursements	-	291,556
Scholarships awarded and fees paid	33,831	-
<b>Total deductions</b>	<u>33,831</u>	<u>291,556</u>
<b>CHANGE IN NET POSITION</b>	(4,201)	29,005
<b>NET POSITION</b>		
Beginning of year	<u>186,412</u>	<u>126,391</u>
<b>End of year</b>	<u>\$ 182,211</u>	<u>\$ 155,396</u>

See accompanying notes

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Lampeter-Strasburg School District (the "**District**") operates two elementary schools, one middle school and a high school to provide education and related services to the residents in the Townships of Strasburg and West Lampeter and the Borough of Strasburg. The District operates under current standards prescribed by the Pennsylvania Department of Education in accordance with the provisions of the School Laws of Pennsylvania as a school district of the third class. The District operates under a locally elected nine-member board form of government (the "**School Board**").

The financial statements of the District have been prepared in accordance with generally accepted accounting principles ("**GAAP**") as applied to governmental units. The Governmental Accounting Standards Board ("**GASB**") is the authoritative standard-setting body for the establishment of governmental accounting and financial reporting principles. The more significant of these accounting policies are as follows:

#### **Reporting Entity**

GASB has established the criteria for determining the activities, organizations, and functions of government to be included in the financial statements of the reporting entity. In evaluating the District as a reporting entity, management has addressed all potential component units which may or may not fall within the District's accountability. The criteria used to evaluate component units for possible inclusion as part of the District's reporting entity are financial accountability and the nature and significance of the relationship. The District is considered to be an independent reporting entity and has no component units.

#### **Basis of Presentation**

##### **Government-Wide Financial Statements**

The statement of net position (deficit) and the statement of activities display information about the District as a whole. These statements distinguish between activities that are governmental and those that are considered business-type activities. These statements include the financial activities of the primary government except for fiduciary funds.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of the related cash flows. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared as further defined below. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements of governmental funds.

The government-wide statement of net position (deficit) presents the financial position of the District which is the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources and is classified in one of three components. Net investment in capital assets consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of borrowing attributable to acquiring, constructing, or improving those assets. The net position of the District is reported as restricted when constraints placed on net position use is either externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Unrestricted net position is the net position that does not meet the definition of "net investment in capital assets" or "restricted net position."

The statement of net position (deficit) includes separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense) until that time. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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The government-wide statement of activities presents a comparison between expenses and program revenues for each function of the business-type activities of the District and for each governmental function. Expenses are those that are specifically associated with a service or program and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Revenues which are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each function is self-financing or draws from the general revenues of the District.

Except for interfund activity and balances between the funds that underlie governmental activities and the funds that underlie business-type activities, which are reported as transfers and internal balances, the effect of interfund activity has been removed from these statements.

### ***Fund Financial Statements***

During the school year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements report detailed information about the District. The focus of governmental and proprietary fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Fiduciary fund financial statements are presented by fund type.

### ***Governmental Funds***

All governmental funds are accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable. The District reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Capital Projects Fund accounts for financial resources restricted, committed, or assigned to be used for capital expenditures or for the acquisition, construction of capital facilities, improvements and/or equipment.

### ***Revenue Recognition***

In applying the "susceptible to accrual concept" under the modified accrual basis, revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers tax revenue to be available if collected within 60 days of the end of the fiscal period. Deferred inflows of resources are reported in connection with receivables for tax revenues that are not considered to be available to liquidate liabilities of the current period. Revenue from federal, state and other grants designated for payment of specific District expenditures is recognized when the related expenditures are incurred; accordingly, when such funds are received, they are reported as unearned revenues until earned. Other receipts are recorded as revenue when received in cash because they are generally not measurable until actually received.

### ***Expenditure Recognition***

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences, special termination benefits, other post-employment benefits and claims and judgments are recorded only when payment is due. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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### ***Proprietary Funds***

Like the government-wide financial statements, proprietary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. These funds account for operations that are primarily financed by user charges. The economic resource focus concerns determining costs as a means of maintaining the capital investment and management control. Revenues are recognized when they are earned, and expenses are recognized when they are incurred. Allocations of certain costs, such as depreciation, are recorded in proprietary funds. The District reports the following proprietary funds:

The Food Service Fund accounts for the revenues and costs of providing meals to students during the school year.

The School-Age Child Care Fund accounts for tuition revenue and program expenses for a program designed to provide care for students after school hours.

The Internal Service Fund is used to account for hospitalization costs which are services provided to the District's employees as benefits.

These funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds' principal ongoing operations. The principal operating revenues of the District's proprietary funds are charges for services. Operating expenses for the District's proprietary funds include payroll, employee benefits, supplies and administrative costs. All revenues or expenses not meeting this definition are reported as nonoperating revenues and expenses.

### ***Fiduciary Funds***

Fiduciary funds reporting focuses on net assets and changes in net assets and are accounted for using the economic resources measurement focus and the accrual basis of accounting. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and custodial funds. The private-purpose trust fund accounts for activities in various scholarship accounts, whose sole purpose is to provide annual scholarships to particular students as described by donor stipulations. Custodial funds are used to account for assets held on behalf of individuals and/or government units and are, therefore, not available to support the District's own programs. The District has one custodial fund consisting of funds held on behalf of the students.

### **Cash and Cash Equivalents**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

### **Investments**

Investments are stated at fair value based upon quoted market prices, except for certificates of deposit which are recorded at cost which approximates fair value.

### **Fair Value Measurements of Assets and Liabilities**

GAAP defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. GAAP establishes a fair value hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. Observable inputs are those that market participants would use in pricing the asset or liability based on market data obtained from sources independent of the District. Unobservable inputs reflect the District's assumptions about the inputs market participants would use in pricing the asset or liability based on the best information available in the circumstances.



# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

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The fair value hierarchy is categorized into three levels based on the inputs as follows:

**Level 1** – Valuations based on quoted prices in active markets for identical assets or liabilities that the District has the ability to access. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these assets and liabilities does not require a significant degree of judgment.

**Level 2** – Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

**Level 3** – Valuations based on inputs that are unobservable, that is, inputs that reflect the District's own assumptions.

### **Interfund Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/due from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

### **Property Taxes**

Taxes are levied on July 1 and are payable in the following periods:

July 1 – September 30	- Discount period, 2% of gross levy
October 1 – December 31	- Face period
January 1	- Lien date

The County Board of Assessments determines assessed valuations of property and the District bills and collects its own property taxes. The tax on real estate for public school purposes for fiscal 2022-2023 was 17.5762 mills (\$17.58 for \$1,000 of assessed valuation). The District experiences very small losses from uncollectible property taxes. Property taxes constitute a lien against real property and usually can be collected in full when title transfers. The District has no property taxes receivable greater than 3 years old.

Taxpayers within the District have the option of paying in three installments. These installments have the following due dates:

Installment One	- September 30
Installment Two	- November 15
Installment Three	- December 31

The discount (two percent) is not applicable to installment payments.

### **Unearned Revenues**

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

### **Prepaid Items and Inventories**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide and fund financial statements.

All inventories are valued at the lower of cost (first-in, first-out method) or market.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

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### **Capital Assets**

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are defined by the District as assets with an initial individual cost of more than \$5,000. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed, inclusive of ancillary costs.

Property, plant, and equipment (net of salvage value) of the District is depreciated using the straight-line method over the following estimated useful lives: buildings – 40 years; building improvements – 20 years; land improvements – 20 years; furniture, fixtures and equipment – 5-12 years; vehicles – 5-10 years.

### **Impairment of Long-Lived Assets**

The District evaluates prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. A capital asset is generally considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstances is outside the normal life cycle of the capital asset. If a capital asset is considered to be impaired, the amount of impairment is measured by the method that most reflects the decline in service utility of the capital asset at the lower of carrying value or fair value for impaired capital assets that will no longer be used by the District. No impairment losses were recognized in the year ended June 30, 2023.

### **Long-Term Obligations**

In the government-wide and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities. Bonds payable are reported net of the applicable bond premium or discount. Bond premiums and discounts are deferred and amortized over the life of the bonds. Deferred amounts on refunding are recorded as a deferred outflow of resources and amortized over the life of the old debt or the life of the new debt, whichever is shorter. All amounts are amortized using the straight-line method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources and uses. Premiums received and discounts paid on debt issuances are reported as other financing sources and uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures except for refundings paid from proceeds which are reported as other financing costs.

### **Fund Equity**

As prescribed by GASB, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The District reports the following fund balance classifications:

#### **Non-spendable**

Non-spendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form – such as inventory or prepaid insurance or (b) legally or contractually required to be maintained intact – such as a trust that must be retained in perpetuity.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

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### ***Restricted***

Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

### ***Committed***

Committed fund balances are amounts that can only be used for specific purposes determined by a formal action of the District's highest level of decision-making authority, the School Board. Committed amounts cannot be used for any other purpose unless the School Board removes those constraints by taking the same type of formal action (e.g., resolution).

### ***Assigned***

Assigned fund balances are amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the Business Manager or (b) an appointed body (e.g., finance committee) or (c) an official to which the District has delegated the authority to assign, modify or rescind amounts to be used for specific purposes. Assigned fund balance includes (a) all remaining amounts that are reported in governmental funds (other than the General Fund) that are not classified as non-spendable, restricted or committed, and (b) amounts in the General Fund that are intended to be used for a specific purpose. Specific amounts that are not restricted or committed in a special revenue fund or the capital projects fund are assigned for purposes in accordance with the nature of their fund type.

### ***Unassigned***

Unassigned fund balance is the residual classification for the General Fund. This classification represents General Fund balance that has not been assigned to other funds, and that has not been restricted, committed or assigned to specific purposes within the General Fund.

When both restricted and unrestricted resources are available for use, it is the District's policy to use externally restricted resources first, then unrestricted resources—committed, assigned or unassigned—in order as needed.

### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### **Implementation of New Accounting Pronouncements**

Effective July 1, 2022, the District adopted the provisions of GASB Statement No. 94 "*Public-Private and Public-Public Partnerships and Availability Payment Arrangements*" and GASB Statement No. 96, "*Subscription-Based Information Technology Arrangements*".

The objective of GASB Statement No. 94 is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements ("**PPP**s"). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. The implementation of GASB Statement No. 94 had no impact on the financial statements of the District for the year ended June 30, 2023.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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The objective of GASB Statement No. 96 is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements ("**SBITA**"s) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. As a result of the implementation of Statement No. 96, the District recognized its right-to-use subscription assets and corresponding subscription liabilities for the year ended June 30, 2023.

### **New Accounting Pronouncements**

GASB Statement No. 100, "*Accounting Changes and Error Corrections*" will be effective for the District for the year ended June 30, 2024. This Statement provides guidance on the accounting and financial reporting requirements for accounting changes and error corrections.

GASB Statement No. 101, "*Compensated Absences*" will be effective for the District for the year ended June 30, 2025. This Statement updates the recognition and measurement guidance for compensated absences by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

## **(2) STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

### **Budgetary Information**

An annual budget is adopted prior to the beginning of each year for the General Fund on a modified accrual basis of accounting. The General Fund is the only fund for which a budget is legally required, although project-length financial plans are adopted for the Capital Projects fund.

The District is required to publish notice by advertisement at least once in a newspaper of general circulation in the municipalities in which it is located, and within 20 days of final action, that the proposed budget has been prepared and is available for public inspection at the administrative offices of the District. Notice that public hearings will be held on the proposed operating budget must be included in the advertisement; such hearings are required to be scheduled at least 10 days prior to when final action on adoption is taken by the School Board.

After the legal adoption of the budget, the School Board is required to file a copy of the budget with the Pennsylvania Department of Education by July 31. Additional copies of the budget also are required to be filed with the House Education Committee and the Senate Education Committee by September 15.

Legal budgetary control is maintained at the sub-function/major object level. The School Board may make transfers of funds appropriated in any particular item of expenditure by legislative action in accordance with Pennsylvania School Code. Management may amend the budget at the sub-function/sub-object level without approval from the School Board. Appropriations lapse at the end of the fiscal period. Budgetary information reflected in the financial statements is presented at or below the level of budgetary control and includes the effect of approved budget amendments.

## **(3) DEPOSITS AND INVESTMENTS**

State statutes authorize the District to invest in U.S. Treasury bills, time or share accounts of institutions insured by the Federal Deposit Insurance Corporation or in certificates of deposit when they are secured by proper bond or collateral, repurchase agreements, state treasurer's investment pools or mutual funds.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### Deposits

#### Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned. At June 30, 2023, the carrying amount of the District's deposits was \$27,677,633 and the bank balance was \$28,164,211. The District is required by state statute to deposit funds in depositories that are either banks, banking institutions or trust companies located in Commonwealth of Pennsylvania. To the extent that such deposits exceed federal insurance, the depositories must pledge as collateral obligations of the United States, Commonwealth of Pennsylvania or any political subdivision. Under Act 72 of 1971, as amended, the depositories may meet this collateralization requirement by pooling appropriate securities to cover all public funds on deposit. Of the bank balance, \$500,000 was covered by federal depository insurance and \$11,337,080 was collateralized by the District's depositories in accordance with Act 72. The remaining cash deposits of the District are in the Pennsylvania School District Liquid Asset Fund ("**PSDLAF**"). Although not registered with the Securities and Exchange Commission and not subject to regulatory oversight, PSDLAF acts like a money market mutual fund in that its objective is to maintain a stable net asset value of \$1 per share, is rated by a nationally recognized statistical rating organization and is subject to an independent annual audit. As of June 30, 2023, PSDLAF was rated as AAAM by a nationally recognized statistical rating agency.

### Investments

As of June 30, 2023, the District had the following investments:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (In Years)</u>			
		<u>Less than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>11 – 15</u>
U.S. Treasury and agency securities	<u>\$9,496,234</u>	<u>\$1,068,351</u>	<u>\$6,786,743</u>	<u>\$1,641,140</u>	<u>\$</u>

U.S. Treasury and agency securities were valued using Level 2 inputs.

#### Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of the investments or collateral security that are in the possession of an outside party. The District had no investments subject to custodial credit risk as of June 30, 2023.

#### Interest Rate Risk

The District's investment policy limits investment maturities in accordance with state statutes as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2023, the District was subject to interest rate risk to the extent interest rate changes impact the District's investments.

#### Credit Risk

The District's investment policy limits its investments that are not backed by the "full faith and credit" of the federal and state government to those with the highest credit rating available for such investments issued by a recognized statistical rating organization.

## (4) CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023 was as follows:

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental activities</b>				
Capital assets not being depreciated				
Land and improvements	\$ 6,159,900	\$ -	\$ -	\$ 6,159,900
Construction in progress	<u>1,530,509</u>	<u>14,453,313</u>	<u>-</u>	<u>15,983,822</u>
<b>Total capital assets not being depreciated</b>	<u>7,690,409</u>	<u>14,453,313</u>	<u>-</u>	<u>22,143,722</u>
Capital assets being depreciated				
Buildings and improvements	89,022,906	-	-	89,022,906
Furniture and equipment	4,948,160	866,088	265,948	5,548,300
Right-to-use leased equipment	179,290	-	-	179,290
Right-to-use subscription assets	<u>381,209</u>	<u>191,688</u>	<u>-</u>	<u>572,897</u>
<b>Total capital assets being depreciated</b>	<u>94,531,565</u>	<u>1,057,776</u>	<u>265,948</u>	<u>95,323,393</u>
Less accumulated depreciation for				
Buildings and improvements	(56,179,186)	(2,659,396)	-	(58,838,582)
Furniture and equipment	(3,275,735)	(490,812)	(265,948)	(3,500,599)
Right-to-use leased equipment	(53,787)	(35,858)	-	(89,645)
Right-to-use subscription assets	<u>(186,437)</u>	<u>(122,792)</u>	<u>-</u>	<u>(309,229)</u>
<b>Total accumulated depreciation</b>	<u>(59,695,145)</u>	<u>(3,308,858)</u>	<u>(265,948)</u>	<u>(62,738,055)</u>
<b>Total capital assets being depreciated, net</b>	<u>34,836,420</u>	<u>(2,251,082)</u>	<u>-</u>	<u>32,585,338</u>
<b>Governmental activities, net</b>	<u>\$ 42,526,829</u>	<u>\$ 12,202,231</u>	<u>\$ -</u>	<u>\$ 54,729,060</u>
<b>Business-type activities</b>				
Capital assets being depreciated				
Machinery and equipment	666,548	94,423	-	760,971
Less accumulated depreciation				
Machinery and equipment	<u>(492,832)</u>	<u>(32,454)</u>	<u>-</u>	<u>(525,286)</u>
<b>Business-type activities, net</b>	<u>\$ 173,716</u>	<u>\$ 61,969</u>	<u>\$ -</u>	<u>\$ 235,685</u>

Depreciation and amortization expense were charged to functions/programs of the District as follows:

<b>Governmental activities</b>	
Instruction	\$2,326,559
Administrative and financial support services	393,551
Operation and maintenance of plant services	172,477
Pupil transportation	54,772
Student activities	<u>361,499</u>
<b>Total depreciation expense – governmental activities</b>	<u>\$3,308,858</u>
<b>Business-type activities</b>	
Food service	<u>\$ 32,454</u>

As of June 30, 2023, the District had outstanding construction commitments for its early childhood building and other critical capital projects in the amount of \$15,447,679.

## (5) INTERNAL RECEIVABLES, PAYABLES AND TRANSFERS

The composition of interfund balances as of June 30, 2023 is as follows:

<u>Receivable To</u>	<u>Amount</u>	<u>Payable From</u>	<u>Amount</u>
School-Age Child Care Fund	\$ 55,009	General Fund	\$ 55,009
General Fund	573,984	Internal Service Fund	573,984
Food Service Fund	<u>123,451</u>	General Fund	<u>123,451</u>
	<u>\$752,444</u>		<u>\$752,444</u>

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Interfund balances between funds represent temporary loans recorded at year-end as the result of a final allocation of expenses and state subsidies.

A summary of interfund transfers for the year ended June 30, 2023 is as follows:

<u>Transfers In</u>	<u>Amount</u>	<u>Transfers Out</u>	<u>Amount</u>
Food Service Fund	\$ 88,310	Capital Projects Fund	\$ 88,310
Capital Projects Fund	<u>2,903,578</u>	General Fund	<u>2,903,578</u>
	<u>\$2,991,888</u>		<u>\$2,991,888</u>

A transfer was made from the Capital Projects Fund to the Food Service Fund as a capital contribution. A transfer was made from the General Fund to the Capital Projects Fund for future capital expenditures.

### (6) NONCURRENT LIABILITIES

The following summarizes the changes in noncurrent liabilities for the year ended June 30, 2023:

	<u>Balance July 1, 2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2023</u>	<u>Amount Due Within One Year</u>
<b>Governmental activities</b>					
<b>General obligation debt</b>					
Bonds payable	\$ 25,785,000	\$ -	\$1,960,000	\$ 23,825,000	\$1,990,000
Bond premiums	<u>1,570,228</u>	<u>-</u>	<u>109,010</u>	<u>1,461,218</u>	<u>141,642</u>
<b>Total general obligation debt</b>	<u>27,355,228</u>	<u>-</u>	<u>2,069,010</u>	<u>25,286,218</u>	<u>2,131,642</u>
<b>Other noncurrent liabilities</b>					
Leases payable	588,217	-	268,860	319,357	161,697
Subscriptions payable	211,742	112,771	97,427	227,086	122,018
Accrued retirement bonuses	2,866,809	284,280	-	3,151,089	-
OPEB liability	1,537,817	128,914	407,413	1,259,318	-
Net OPEB liability – PSERS	3,797,112	-	883,998	2,913,114	-
Net pension liability – PSERS	<u>65,017,023</u>	<u>4,359,359</u>	<u>-</u>	<u>69,376,382</u>	<u>-</u>
<b>Total other noncurrent liabilities</b>	<u>74,018,720</u>	<u>4,885,324</u>	<u>1,657,698</u>	<u>77,246,346</u>	<u>283,715</u>
<b>Total governmental activities</b>	<u>101,373,948</u>	<u>4,885,324</u>	<u>3,726,708</u>	<u>102,532,564</u>	<u>2,415,357</u>
<b>Business-type activities</b>					
Accrued retirement bonuses	24,071	5,435	-	29,506	-
OPEB liability	15,151	3,732	8,724	10,159	-
Net OPEB liability – PSERS	87,454	-	20,360	67,094	-
Net pension liability – PSERS	<u>2,192,844</u>	<u>364,986</u>	<u>-</u>	<u>2,557,830</u>	<u>-</u>
<b>Total business-type activities</b>	<u>2,319,520</u>	<u>374,153</u>	<u>29,084</u>	<u>2,664,589</u>	<u>-</u>
<b>Total noncurrent liabilities</b>	<u>\$103,693,468</u>	<u>\$5,259,477</u>	<u>\$3,755,792</u>	<u>\$105,197,153</u>	<u>\$2,415,357</u>

Non-current liabilities of governmental activities are generally liquidated by the General Fund, while noncurrent liabilities of the business-type activities are liquidated by the Food Service and School-Age Child Care Funds.

### (7) GENERAL OBLIGATION DEBT

General obligation debt is a direct obligation of the District for which full faith and credit are pledged and is payable from unrestricted local sources. The District has not pledged any assets as collateral for general obligation debt. General obligation debt was issued to finance capital expenditures or to finance the retirement (refund) of prior general obligation debt.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

General obligation debt outstanding as of June 30, 2023 consisted of the following:

<u>Description</u>	<u>Interest Rate(s)</u>	<u>Original Issue Amount</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
<b>General obligation bonds</b>				
Series of 2017	2.41%	\$ 7,555,000	03/01/2027	\$ 2,370,000
Series of 2021	1.332%	\$ 9,250,000	03/01/2028	7,850,000
Series of 2022	3.00% - 5.00%	\$13,610,000	03/01/2037	13,605,000
<b>Total general obligation bonds</b>				<b><u>\$23,825,000</u></b>

Annual debt service requirements to maturity on these obligations are as follows:

<u>Year ending June 30,</u>	<u>Principal Maturities</u>	<u>Interest Maturities</u>	<u>Total Maturities</u>
2024	\$ 1,990,000	\$ 841,429	\$ 2,831,429
2025	2,025,000	808,640	2,833,640
2026	2,055,000	775,278	2,830,278
2027	2,090,000	741,354	2,831,354
2028	2,085,000	706,856	2,791,856
2029-2033	6,805,000	2,747,500	9,552,500
2034-2037	6,775,000	867,750	7,642,750
	<u>\$23,825,000</u>	<u>\$7,488,807</u>	<u>\$31,313,807</u>

### (8) LEASES PAYABLE

The District has entered into long-term lease agreements for vehicles and equipment. Initial lease liabilities were recorded in the amount of \$803,509. As of 6/30/2023, the value of the lease liabilities is \$319,357. The leases have interest rates between 2.70% and 4.96%. The vehicle and equipment's estimated useful lives were 4 to 5 years as of their contract commencements. The value of the vehicles, equipment, and intangible right-to-use assets as of 6/30/2023 is \$314,507, net of accumulated depreciation and amortization of \$489,002, and is included with noncurrent assets on the statement of net position (deficit).

Future minimum lease payments under these leases are as follows:

<u>Year ending June 30,</u>	
2024	\$170,267
2025	125,226
2026	37,009
Less: amount representing interest	<u>(13,145)</u>
Present value of minimum lease payments	<u>\$319,357</u>

### (9) SUBSCRIPTIONS PAYABLE

The District has entered into long-term lease agreements for subscription-based information technology arrangements. Initial subscription liabilities were recorded in the amount of \$493,980. As of 6/30/2023, the value of the subscription liabilities is \$227,086. The subscriptions have interest rates between 0.08% and 5.08%. The subscriptions' estimated useful lives were 3 to 5 years as of their contract commencements. The value of the intangible right-to-use subscription assets as of 6/30/2023 is \$263,668, net of accumulated amortization of \$309,229, and is included with noncurrent assets on the statement of net position (deficit).



# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Future minimum lease payments under these leases are as follows:

**Year ending June 30,**

2024	\$128,625
2025	73,677
2026	36,308
Less: amount representing interest	<u>(11,524)</u>
Present value of minimum lease payments	<u>\$227,086</u>

### (10) ACCRUED RETIREMENT BONUSES

Upon voluntary retirement, a professional employee with qualifying years of service according to either the collective bargaining agreement or administrator agreement will receive a lump sum retirement bonus. A summary of the amount recorded as a liability for these accrued retirement bonuses is as follows for June 30, 2023:

	<b><u>Governmental Activities</u></b>	<b><u>Business-type Activities</u></b>
Accrued retirement benefit	\$2,291,329	\$20,726
Accumulated sick day payout	<u>859,760</u>	<u>8,780</u>
	<u>\$3,151,089</u>	<u>\$29,506</u>

### (11) PENSION PLAN

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public School Employees Retirement System ("**PSERS**") and additions to/deductions from PSERS's fiduciary net position have been determined on the same basis as they are reported by PSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Plan Description**

PSERS is a governmental cost-sharing multiple-employer defined benefit pension plan that provides retirement benefits to public school employees of the Commonwealth of Pennsylvania. The members eligible to participate in PSERS include all full-time public employees, part-time hourly public school employees who render at least 500 hours of service in the school year, and part-time per diem public school employees who render at least 80 days of service in the school year in any of the reporting entities in Pennsylvania. PSERS issues a publicly available financial report that can be obtained at [www.psers.state.pa.us](http://www.psers.state.pa.us).

**Benefits Provided**

PSERS provides retirement, disability, and death benefits. Members are eligible for monthly retirement benefits upon reaching (a) age 62 with at least 1 year credited service; (b) age 60 with 30 more years of credited service; or (c) 35 or more years of service regardless of age. Act 120 of 2010 (Act 120) preserves the benefits of existing members and introduced benefit reductions for individuals who become new members on or after July 1, 2011. Act 120 created two membership classes, Membership Class T-E (Class T-E) and Membership Class T-F (Class T-F). To qualify for normal retirement, Class T-E and Class T-F members must work until age 65 with a minimum of 3 years of service or attain a total combination of age and service that is equal to or greater than 92 with a minimum of 35 years of service.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Act 5 of 2017 (Act 5) introduced a hybrid benefit with two membership classes and a separate defined contribution plan for individuals who become new members on or after July 1, 2019. Act 5 created two new hybrid membership classes, Membership Class T-G (Class T-G) and Membership Class T-H (Class T-H) and the separate defined contribution membership class, Membership Class DC (Class DC). To qualify for normal retirement, Class T-G and Class T-H members must work until age 67 with a minimum of 3 years of credited service. Class T-G may also qualify for normal retirement by attaining a total combination of age and service that is equal to or greater than 97 with a minimum of 35 years of credited service.

Benefits are generally equal to 1.00% or 2.50%, depending upon membership class, of the member's final average salary (as defined in the code) multiplied by the number of years of credited service. For members whose membership started prior to July 1, 2011, after completion of five years of service, a member's right to the defined benefits is vested and early retirement benefits may be elected. For Class T-E and Class T-F members, the right to benefits is vested after ten years of service.

Participants are eligible for disability retirement benefits after completion of five years of credited service. Such benefits are generally equal to 2.00% or 2.50%, depending upon membership class, of the member's final average salary (as defined in the code) multiplied by the number of years of credited service, but not less than one-third of such salary nor greater than the benefit the member would have had at normal retirement age. Members over normal retirement age may apply for disability benefits.

Death benefits are payable upon the death of an active member who has reached age 62 with at least one year of credited service (age 65 with at least three years of credited service for Class T-E and Class T-F members) or who has at least five years of credited service (ten years for Class T-E and Class T-F members). Such benefits are actuarially equivalent to the benefit that would have been effective if the member had retired on the day before death.

### Contributions

#### Member Contributions

The contribution rates based on qualified member compensation for virtually all members are presented below:

Member Contribution Rates				
Membership Class	Continuous Employment Since	Defined Benefit (DB) Contribution Rate	DC Contribution Rate	Total Contribution Rate
T-C	Prior to July 22, 1983	5.25%	N/A	5.25%
				6.25%
T-C	On or after July 22, 1983	6.25%	N/A	6.25%
T-D	Prior to July 22, 1983	6.50%	N/A	6.50%
T-D	On or after July 22, 1983	7.50%	N/A	7.50%
T-E	On or after July 1, 2011	7.50% base rate with shared risk provision	N/A	Prior to 7/1/21: 7.50% After 7/1/21: 8.00%
T-F	On or after July 1, 2011	10.30% base rate with shared risk provision	N/A	Prior to 7/1/21: 10.30% After 7/1/21: 10.8%
T-G	On or after July 1, 2019	5.50% base rate with shared risk provision	2.75%	Prior to 7/1/21: 8.25% After 7/1/21: 9.00%
T-H	On or after July 1, 2019	4.50% base rate with shared risk provision	3.00%	Prior to 7/1/21: 7.50% After 7/1/21: 8.25%
DC	On or after July 1, 2019	N/A	7.50%	7.50%

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Shared Risk Program Summary				
Membership Class	Defined Benefit (DB) Base Rate	Shared Risk Increment	Minimum	Maximum
T-E	7.50%	+/-0.50%	5.50%	9.50%
T-F	10.30%	+/-0.50%	8.30%	12.30%
T-G	5.50%	+/-0.75%	2.50%	8.50%
T-H	4.50%	+/-0.75%	1.50%	7.50%

### Employer Contributions

The District's contractually required contribution rate for fiscal year ended June 30, 2023 was 34.51% of covered payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the District were \$8,475,693 for the year ended June 30, 2023.

### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2023, the District reported a liability of \$71,934,212 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by rolling forward PSERS' total pension liability as of June 30, 2021 to June 30, 2022. The District's proportion of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2023, the District's proportion was 0.1618 percent, which was a decrease of 0.0019 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the District recognized net pension expense of \$4,384,000. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 33,000	\$ 622,000
Changes in assumptions	2,148,000	-
Net difference between projected and actual investment earnings	-	1,221,000
Changes in proportions	409,000	1,111,000
Contributions subsequent to the measurement date	8,475,693	-
	<u>\$11,065,693</u>	<u>\$2,954,000</u>

\$8,475,693 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

### Year ended June 30,

2024	\$ (216,000)
2025	242,000
2026	(2,093,000)
2027	1,703,000
	<u>\$ (364,000)</u>

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### Actuarial Assumptions

The total pension liability as of June 30, 2022 was determined by rolling forward PSERS' total pension liability at June 30, 2021 to June 30, 2022 using the following actuarial assumptions, applied to all periods included in the measurement:

- Valuation date – June 30, 2021
- Actuarial cost method – entry age normal – level % of pay
- Investment return – 7.00%, includes inflation at 2.75%
- Salary growth – Effective average of 4.50%, comprised of inflation of 2.50% and 2.00% for real wage growth and for merit or seniority increases.
- Mortality rates were based on a blend of 50% PubT-2010 and 50% PubG-2010 retiree tables for males and females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 improvement scale.
- The discount rate used to measure the total pension liability was 7.00% as of June 30, 2021 and as of June 30, 2022.
- Demographic and economic assumptions approved by the Board for use effective with the June 30, 2021 actuarial valuation:
  - Salary growth rate - decreased from 5.00% to 4.50%.
  - Real wage growth and merit or seniority increases (components for salary growth) - decreased from 2.75% and 2.25% to 2.50% and 2.00%, respectively.
  - Mortality rates - Previously based on the RP-2014 mortality tables for males and females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2015 mortality improvement scale. Effective with the June 30, 2021 actuarial valuation, mortality rates are based on a blend of 50% PubT-2010 and 50% PubG-2010 retiree tables for males and females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 improvement scale.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study that was performed for the five-year period ending June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The pension plan's policy in regard to the allocation of invested plan assets is established and may be amended by the board. Plan assets are managed with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the pension.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global public equity	28.0 %	5.3%
Private equity	12.0 %	8.0%
Fixed income	33.0 %	2.3%
Commodities	9.0 %	2.3%
Infrastructure/MLPs	9.0 %	5.4%
Real estate	11.0 %	4.6%
Absolute return	6.0 %	3.5%
Cash	3.0 %	0.5%
Leverage	(11.0)%	0.5%
	<u>100.0 %</u>	

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

The above was the PSERS Board's adopted asset allocation policy and best estimates of geometric real rates of return for each major asset class as of June 30, 2022.

### Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

### Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following represents the net pension liability, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.00%) or 1-percentage point higher (8.00%) than the current rate:

	<u>1% Decrease 6.00%</u>	<u>Current Discount Rate 7.00%</u>	<u>1% Increase 8.00%</u>
District's proportionate share of the net pension liability	<u>\$93,041,983</u>	<u>\$71,934,212</u>	<u>\$54,137,806</u>

### Pension Plan Fiduciary Net Position

Detailed information about the PSERS' fiduciary net position is available in PSERS Comprehensive Annual Financial Report which can be found on PSERS' website at [www.psers.state.pa.us](http://www.psers.state.pa.us).

## (12) OTHER POST-EMPLOYMENT BENEFITS

### Single-Employer Defined Benefit OPEB Plan

The District's other post-employment benefits ("**OPEB**") include a single-employer defined benefit plan that provides medical and life insurance benefits to eligible retirees and their dependents. The School Board has the authority to establish and amend benefit provisions. The OPEB Plan does not issue any financial report and is not included in the report of any public employee retirement system or any other entity.

### OPEB Plan Membership

Membership in the OPEB plan consisted of the following at July 1, 2021:

Active participants	358
Vested former participants	-
Retired participants	<u>15</u>
Total	<u>373</u>

### Funding Policy

The District's contributions are funded on a pay-as-you-go basis. The contribution requirements of retirees are established and may be amended by the School Board.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### OPEB Liability

The District's OPEB liability has been measured as of June 30, 2023. The total OPEB liability was determined by an actuarial valuation as of July 1, 2021, and by rolling forward the liabilities from the July 1, 2021 actuarial valuation through the measurement date. No significant events or changes in assumptions occurred between the valuation date and the fiscal year end. The net OPEB liability is \$1,269,477, all of which is unfunded. As of June 30, 2023, the OPEB liability of \$1,259,318 is related to the governmental funds and is recorded in the governmental activities in the government-wide statement of net position (deficit) and the remaining \$10,159 of the OPEB liability is recorded as a liability in the proprietary fund statement of net position, and in the business-type activities in the government-wide statement of net position (deficit). The District's change in its OPEB liability for the year ended June 30, 2023 was as follows:

<b>Balances as of July 1, 2022</b>	<b><u>\$1,552,968</u></b>
<b>Changes for the year:</b>	
Service cost	95,962
Interest on total OPEB liability	36,684
Changes of assumptions	(342,302)
Benefit payments	<u>(73,835)</u>
<b>Net changes</b>	<b><u>(283,491)</u></b>
<b>Balances as of June 30, 2023</b>	<b><u>\$1,269,477</u></b>

### OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the District recognized net OPEB expense of \$229,416. At June 30, 2023, the District had deferred outflows of resources and deferred inflows of resources related to the OPEB plan from the following sources:

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Difference between expected and actual experience	\$ 26,025	\$1,201,123
Changes in assumptions	346,124	315,971
Benefit payments subsequent to measurement date	<u>73,679</u>	<u>-</u>
	<b><u>\$445,828</u></b>	<b><u>\$1,517,094</u></b>

\$73,679 reported as deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

### Year ended June 30,

2024	\$ 96,770
2025	(45,621)
2026	(142,929)
2027	(142,929)
2028	(142,929)
Thereafter	<u>(767,307)</u>
	<b><u>\$(1,144,945)</u></b>

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### Sensitivity of the OPEB Liability to Change in Healthcare Cost Trend Rates

The following presents the OPEB liability for June 30, 2023, calculated using current healthcare cost trends as well as what the OPEB liability would be if it health cost trends were 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>1% Decrease</u>	<u>Trend Rate</u>	<u>1% Increase</u>
OPEB liability	<u>\$1,158,382</u>	<u>\$1,269,477</u>	<u>\$1,398,907</u>

The following presents the net OPEB liability of the District calculated using the discount rate of 4.06%, as well as what the OPEB liability would be if it were calculated using the discount rate that is one percentage point lower (3.06%) or 1 percentage point higher (5.06%) than the current rate:

### Sensitivity of the OPEB Liability to Changes in the Discount Rate

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
	<u>3.06%</u>	<u>4.06%</u>	<u>5.06%</u>
OPEB Liability	<u>\$1,353,283</u>	<u>\$1,269,477</u>	<u>\$1,189,277</u>

### Actuarial Methods and Significant Assumptions

The OPEB Liability as of June 30, 2023, was determined by rolling forward the OPEB liability as of July 1, 2021 to June 30, 2023 using the following actuarial assumptions, applied to all periods included in the measurement:

- Actuarial cost method - entry age normal.
- Discount rate – 4.06% - 20-year high-grade municipal rate index; previously rate of 2.28% was assumed
- Salary growth – 2.5% cost of living adjustment, 1.5% real wage growth, and for teachers and administrators a merit increase which varies from 2.75 to 0%
- Assumed healthcare cost trends – 6.5% in 2022, 6.0% in 2023, and 5.5% in 2024-2025; rates gradually decrease from 5.4% in 2026 to 3.9% in 2075.
- Mortality – PubT-2010 headcount-weighted mortality table including rates for contingent survivors for teachers. PubG-2010 headcount-weighted mortality table including rates for contingent survivors for all other employees. Incorporated into the table are rates projected generationally using Scale MP-2021 to reflect mortality improvement.

### Cost Sharing Multiple-Employer Defined Benefit OPEB Plan

PSERS provides health insurance premium assistance which is a governmental cost sharing, multiple-employer OPEB plan for all eligible retirees who qualify and elect to participate. Employer contribution rates for health insurance premium assistance are established to provide reserves in the health insurance account that are sufficient for the payment of health insurance premium assistance benefits for each succeeding year. Effective January 1, 2002, under the provisions of Act 9 of 2001, participating eligible retirees are entitled to receive premium assistance payments equal to the lesser of \$100 per month or their out-of-pocket monthly health insurance premium. To receive premium assistance, eligible retirees must obtain their health insurance through either their school employer or the PSERS' health options program. As of June 30, 2022, there were no assumed future benefit increases to participating eligible retirees.

Retirees of PSERS can participate in the health insurance premium assistance program if they satisfy the following criteria:

- Have 24 ½ or more years of service, or
- Are a disability retiree, or
- Have 15 or more years of service and retired after reaching superannuation age

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

For Class DC members to become eligible for health insurance premium assistance, they must satisfy the following criteria:

- Attain Medicare eligibility with 24 ½ or more eligibility points, or
- Have 15 or more eligibility points and terminated after age 67, and
- Have received all or part of their distributions.

### **Benefits Provided**

Participating eligible retirees are entitled to receive premium assistance payments equal to the lesser of \$100 per month or their out-of-pocket monthly health insurance premium. To receive premium assistance, eligible retirees must obtain their health insurance through either their school employer or the PSERS' health options program.

### **Employer Contributions**

The District's contractually required contribution rate for the fiscal year ended June 30, 2023 was 0.75% of covered payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the OPEB plan from the District were \$184,201 for the year ended June 30, 2023.

### **OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2023, the District reported a liability of \$2,980,208 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by rolling forward PSERS' total OPEB liability as of June 30, 2021 to June 30, 2022. The District's proportion of the net OPEB liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2023, the District's proportion was 0.1619 percent, which was a decrease of 0.0020 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the District recognized OPEB expense of \$76,000. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Difference between expected and actual experience	\$ 27,000	\$ 16,000
Changes in assumptions	331,000	704,000
Net difference between projected and actual investment earnings	8,000	-
Changes in proportions	37,000	103,000
Contributions subsequent to the measurement date	<u>184,201</u>	<u>-</u>
	<b><u>\$587,201</u></b>	<b><u>\$823,000</u></b>

\$184,201 reported as deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:



# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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**Year ended June 30,**

2024	\$ (87,000)
2025	(72,000)
2026	(82,000)
2027	(89,000)
2028	<u>(90,000)</u>
	<u><b>\$(420,000)</b></u>

**Actuarial Assumptions**

The total OPEB liability as of June 30, 2022, was determined by rolling forward the PSERS' total OPEB liability as of June 30, 2021 to June 30, 2022 using the following actuarial assumptions, applied to all periods included in the measurement:

- Actuarial cost method – entry age normal – level % of pay
- Investment return – 4.09% – Standard & Poors 20-year municipal bond rate
- Salary growth – Effective average of 4.50%, comprised of inflation of 2.50% and 2.00% for real wage growth and for merit or seniority increases.
- Premium assistance reimbursement is capped at \$1,200 per year.
- Assumed healthcare cost trends were applied to retirees with less than \$1,200 in premium assistance per year.
- Mortality rates were based on a blend of 50% PubT-2010 and 50% PubG-2010 Retiree Tables for Males and Females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2020 Improvement Scale.

Participation rate:

- Eligible retirees will elect to participate pre age 65 at 50%
- Eligible retirees will elect to participate post age 65 at 70%

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study that was performed for the year period ending June 30, 2020.

The following assumptions were used to determine the contribution rate:

- The results of the actuarial valuation as of June 30, 2020 determined the employer contribution rate for fiscal year 2022.
- Cost method - amount necessary to assure solvency of premium assistance through the third fiscal year after the valuation date.
- Asset valuation method: market value.
- Participation rate: the actual data for retirees benefiting under the OPEB plan as of June 30, 2021 was used in lieu of the 63% utilization assumption for eligible retirees.
- Mortality tables for males and females, adjusted to reflect PSERS' experience and projected using a modified version of the MP-2015 mortality improvement scale.

Investments consist primarily of short-term assets designed to protect the principal of the OPEB plan assets. The expected rate of return on OPEB plan investments was determined using the OPEB asset allocation policy and best estimates of geometric real rates of return for each asset class.

The OPEB plan's policy in regard to the allocation of invested plan assets is established and may be amended by the Board. Under the program, as defined in the retirement code employer contribution rates for health insurance premium assistance are established to provide reserves in the health insurance account that are sufficient for the payment of health insurance premium assistance benefits for each succeeding year.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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<u>OPEB – Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	<u>100.00%</u>	0.50%

The above was the Board's adopted asset allocation policy and best estimates of geometric real rates of return for each major asset class as of June 30, 2022.

### Discount Rate

The discount rate used to measure the total OPEB liability was 4.09%. Under the OPEB plan's funding policy, contributions are structured for short term funding of health insurance premium assistance. The funding policy sets contribution rates necessary to assure solvency of health insurance premium assistance through the third fiscal year after the actuarial valuation date. The health insurance premium assistance account is funded to establish reserves that are sufficient for the payment of health insurance premium assistance benefits for each succeeding year. Due to the short-term funding policy, the OPEB plan's fiduciary net position was not projected to be sufficient to meet projected future benefit payments, therefore the OPEB plan is considered a "pay-as-you-go" plan. A discount rate of 4.09% which represents the Standard & Poors 20-year municipal bond rate at June 30, 2022, was applied to all projected benefit payments to measure the total OPEB liability.

### Sensitivity of District's Proportionate Share of the Net OPEB Liability to Change in Healthcare Cost Trend Rates

Healthcare cost trends were applied to retirees receiving less than \$1,200 in annual health insurance premium assistance. As of June 30, 2022, retirees' health insurance premium assistance benefits are not subject to future healthcare cost increases. The healthcare insurance premium assistance reimbursement for qualifying retirees is capped at a maximum of \$1,200. The actual number of retirees receiving less than the \$1,200 per year cap is a small percentage of the total population and has a minimal impact on healthcare cost trends as depicted below.

The following presents the net OPEB liability for June 30, 2022, calculated using current healthcare cost trends as well as what net OPEB liability would be if health cost trends were 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>1% Decrease</u>	<u>Trend Rate</u>	<u>1% Increase</u>
District's proportionate share of the net OPEB liability	<u>\$2,979,905</u>	<u>\$2,980,208</u>	<u>\$2,980,451</u>

### Sensitivity of the District's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability, calculated using the discount rate of 4.09%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (3.09%) or 1-percentage-point higher (5.09%) than the current rate:

	<u>1% Decrease 3.09%</u>	<u>Current Discount Rate 4.09%</u>	<u>1% Increase 5.09%</u>
District's proportionate share of the net OPEB liability	<u>\$3,370,258</u>	<u>\$2,980,208</u>	<u>\$2,653,819</u>

### OPEB Plan Fiduciary Net Position

Detailed information about PSERS' fiduciary net position is available in the PSERS Annual Comprehensive Financial Report which can be found on PSERS's website at [www.psers.pa.gov](http://www.psers.pa.gov).

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### (13) JOINT VENTURES AND JOINTLY GOVERNED ORGANIZATION

#### Joint Ventures

##### **Lancaster County Career and Technology Center**

The District and the other 15 Lancaster County school districts participate in the Lancaster County Career and Technology Center ("**LCCTC**"). The LCCTC provides vocational-technical training and education to students of the participating school districts. The LCCTC is controlled by a joint board comprised of representative school board members of the participating school districts. District oversight of the LCCTC operations is the responsibility of the joint board. The District's share of operating costs for the LCCTC fluctuates based on the District's percentage of enrollment. The District's share of operating costs for 2022-2023 was \$617,139.

##### **Lancaster County Career and Technology Center Authority**

The District and the other 15 Lancaster County school districts also participate in a joint venture for the operation of the Lancaster County Career and Technology Center Authority (the "**Authority**"). The Authority oversees acquiring, holding, constructing, improving and maintaining the LCCTC school buildings and facilities. The Authority is controlled by a joint board comprised of representative school board members of the participating school districts in the Authority. As further described below, the participating school districts have entered into a long-term lease agreement with the Authority to provide rental payments sufficient to retire the Authority's outstanding debt obligations. The District's share of rent expense for 2022-2023 was \$90,416.

On September 20, 2011, the Authority authorized the issuance of Guaranteed Lease Revenue Bonds, Series of 2011 (the "**2011 Revenue Bonds**"), in the maximum aggregate principal amount of \$43,000,000 to provide funds for the renovations and additions to the Brownstown, Mount Joy and Willow Street campuses of the LCCTC and pay for the costs of issuance. The District and the 15 Lancaster County school districts have entered into a long-term lease agreement with the Authority stipulating that each school district will pay its proportionate share of the lease rentals in order to retire the 2011 Revenue Bonds based on real estate market values as set forth in the LCCTC organization agreement. The 2011 Revenue Bonds were issued in three different series over three years. The amount of each series was not to exceed \$10,000,000 without the participating school districts' approval. The 2011 Revenue Bonds were intended to be repaid over a period not to exceed thirty years, with gross annual debt service not to exceed \$1,985,000 and net annual debt service (after reimbursement by the Commonwealth of Pennsylvania) of \$1,330,000. On June 29, 2012, the Authority issued the first of three series in the total amount of \$9,995,000. On September 20, 2013 the Authority issued the second of three series in the total amount of \$9,995,000 which was refinanced in February 2017 and on July 9, 2014, the Authority issued the final of the three series in the total amount of \$3,900,000. On June 1 2020, the Authority refinanced its Series of 2013 and Series of 2014 Revenue Bonds by issuing the Series of 2020 Revenue Bonds in the amount of \$11,145,000. The District's lease rental obligations for minimum rental payments related to the issued debt are as follows:

#### Year ending June 30,

2024	\$ 67,170
2025	67,345
2026	67,697
2027	67,236
2028	66,834
2029-2033	331,352
2034-2037	<u>263,991</u>
	<u>\$931,625</u>

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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Both the LCCTC and the Authority prepare financial statements that are available to the public from their administrative office located at 1730 Hans Herr Drive, P.O. Box 527, Willow Street, PA 17584.

### Jointly Governed Organizations

#### **Lancaster-Lebanon Intermediate Unit**

The District and the other Lancaster and Lebanon County school districts are participating members of the Lancaster-Lebanon Intermediate Unit (the "**LLIU**"). The LLIU is a regional educational service agency, established by the Commonwealth of Pennsylvania, which is governed by a joint committee consisting of School Board members from each participating school district. The School Board of each participating school district must approve the annual program budget for the LLIU, but the participating school districts have no ongoing fiduciary interest or responsibility to the LLIU. The LLIU is a self-sustaining organization that provides a broad array of services to the participating school districts which include: curriculum development and instructional improvement; educational planning services; instructional material; continuing professional development; pupil personnel services; management services and federal liaison services. During 2022-2023, the District contracted with the LLIU for special education services which totaled \$1,866,273.

#### **Lancaster-Lebanon Joint Authority**

The District and the other Lancaster and Lebanon County school district are also participating members of the Lancaster-Lebanon Joint Authority (the "**Authority**"). The Authority oversees acquiring, holding, constructing, improving and maintaining the buildings and facilities maintained for the participating school districts and the LLIU, which is governed by a joint committee consisting of School Board members from each participating school district. During 2022-2023, the District did not have any financial transactions with the Authority.

#### **Lancaster County Tax Collection Bureau**

The District and the other 15 Lancaster County school districts along with Octorara Area School District of Chester County and the municipalities represented by those school districts are participating members of the Lancaster County Tax Collection Bureau (the "**Bureau**") for the collection of earned income taxes. Each participating school district appoints one member to serve on the joint operating committee and 16 members are appointed by the participating municipalities. The Bureau is a self-sustaining organization in which the participating members have no ongoing fiduciary interest or responsibility. The Bureau's operating expenditures are deducted from each members earned income tax distributions. During 2022-2023, the District's portion of operating expenditures for the Bureau totaled \$54,483.

## (14) CONTINGENCIES AND COMMITMENTS

### Government Grants and Awards

The District receives federal, state and local funding under a number of programs. Payments made by these sources under contractual agreements are provisional and subject to redetermination based on filing of reports and audits of those reports. Final settlements due from or to these sources are recorded in the year in which the related services are performed. Any adjustments resulting from subsequent examinations are recognized in the year in which the results of such examinations become known. District officials do not expect any significant adjustments as a result of these examinations.

### Litigation

The District is a defendant in various matters of litigation and claims. These matters result from the normal course of business. It is not presently possible to determine the ultimate outcome or settlement cost, if any, of these matters.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2023

### (15) RISK MANAGEMENT

#### Health Insurance

The District participates in a consortium with the LLIU to provide a self-insurance program for health insurance and related expenses for eligible employees, spouses and dependents. Accordingly, benefit payments plus an administrative charge are made to a third-party administrator, who approves and processes all claims. The District was limited in liability to \$450,000 per individual and \$6,994,329 in total for self-insurance medical claims for the year ended June 30, 2023. The District has recorded a liability in the Internal Service Fund for claims incurred through June 30, 2023 which has historically been satisfied within 60 days after June 30. The following table presents the components of the self-insurance medical claims liability and the related changes in the claims liability for the year ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Insurance claims liability – beginning of year	\$ 355,387	\$ 484,408
Current year insurance claims and changes in estimates	6,699,516	5,090,293
Insurance claims paid	<u>(6,371,010)</u>	<u>(5,219,314)</u>
Insurance claims liability – end of year	<u>\$ 683,893</u>	<u>\$ 355,387</u>

#### Workers' Compensation

The District, participating member school districts from Pennsylvania and the LLIU participate in the Lancaster-Lebanon Public Schools Workers' Compensation Fund (the "**Fund**"), which is a cooperative voluntary trust arrangement. The District and the other participating members pay an annual premium to the Fund for the purpose of seeking prevention or lessening of claims due to injuries of employees of the participating members and pooling workers' compensation and occupational disease insurance risks, reserves, claims and losses and providing self-insurance and reinsurance thereof. It is the intent of the participating members of the Fund that the Fund will utilize funds contributed by the participating members, which shall be held in trust by the Fund, to provide self-insurance and reimbursement to the members for their obligations to pay compensation as required under the Workers' Compensation Act and the Pennsylvania Occupational Disease Act and to purchase excess and aggregate insurance. As of June 30, 2023, the District is not aware of any additional assessments relating to this Fund.

#### Other Risks

The District is exposed to other risks of loss, including errors and omissions. The District has purchased a commercial insurance policy to safeguard its assets from risk of loss due to errors and omissions. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

### (16) PRIOR PERIOD ADJUSTMENT

As a result of the implementation of GASB Statement No. 96, the District made a prior period adjustment to record its subscription liability and right-to-use subscription assets related to subscription agreements.

These prior period adjustments and its effect on net position at July 1, 2022 was an increase in net capital assets of \$194,772 and an increase in subscription liabilities of \$211,742.

### (17) SUBSEQUENT EVENTS

Management has evaluated subsequent events through , 2023, the date on which the financial statements were available to be issued. No material subsequent events have occurred since June 30, 2023 that required recognition or disclosure in the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

# LAMPETER-STRASBURG SCHOOL DISTRICT

## BUDGETARY COMPARISON SCHEDULE - GENERAL FUND

Year ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Local sources	\$ 42,533,136	\$ 42,533,136	\$ 43,937,026	\$ 1,403,890
State sources	13,274,713	13,274,713	13,840,025	565,312
Federal sources	1,693,413	1,693,413	3,720,269	2,026,856
<b>Total revenues</b>	<u>57,501,262</u>	<u>57,501,262</u>	<u>61,497,320</u>	<u>3,996,058</u>
<b>EXPENDITURES</b>				
<b>Instruction</b>				
Regular programs	24,762,129	24,762,129	23,530,787	1,231,342
Special programs	9,400,781	9,400,781	9,518,312	(117,531)
Vocational programs	961,700	961,700	993,514	(31,814)
Other instructional programs	349,593	349,593	575,755	(226,162)
Nonpublic school programs	-	-	54,317	(54,317)
<b>Total instruction</b>	<u>35,474,203</u>	<u>35,474,203</u>	<u>34,672,685</u>	<u>801,518</u>
<b>Support services</b>				
Pupil support services	2,365,545	2,365,545	2,508,529	(142,984)
Instructional staff services	1,118,450	1,118,450	1,052,553	65,897
Administrative services	3,193,548	3,193,548	3,032,399	161,149
Pupil health	633,118	633,118	676,320	(43,202)
Business services	593,201	593,201	542,174	51,027
Operation and maintenance of plant services	4,120,946	4,120,946	4,531,652	(410,706)
Student transportation services	1,958,664	1,958,664	2,130,004	(171,340)
Support services - central	1,593,520	1,593,520	2,099,312	(505,792)
Other support services	27,400	27,400	26,485	915
<b>Total support services</b>	<u>15,604,392</u>	<u>15,604,392</u>	<u>16,599,428</u>	<u>(995,036)</u>
<b>Operation of noninstructional services</b>				
Student activities	1,155,143	1,155,143	1,152,248	2,895
Community services	6,000	6,000	6,000	-
Scholarship and awards	1,750	1,750	1,750	-
<b>Total operation of noninstructional services</b>	<u>1,162,893</u>	<u>1,162,893</u>	<u>1,159,998</u>	<u>2,895</u>
<b>Facilities acquisition, construction and improvement services</b>	<u>-</u>	<u>-</u>	<u>822,487</u>	<u>(822,487)</u>
<b>Debt service</b>	<u>2,148,757</u>	<u>2,148,757</u>	<u>2,821,278</u>	<u>(672,521)</u>
<b>Total expenditures</b>	<u>54,390,245</u>	<u>54,390,245</u>	<u>56,075,876</u>	<u>(1,685,631)</u>
<b>Excess (deficiencies) of revenues over (under) expenditures</b>	<u>3,111,017</u>	<u>3,111,017</u>	<u>5,421,444</u>	<u>2,310,427</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(3,431,723)	(3,431,723)	(2,903,578)	528,145
Proceeds from other right to use arrangements	-	-	112,771	112,771
Proceeds from sale of capital assets	-	-	7,903	7,903
Budgetary reserve	(480,000)	(480,000)	-	480,000
<b>Total other financing sources (uses)</b>	<u>(3,911,723)</u>	<u>(3,911,723)</u>	<u>(2,782,904)</u>	<u>1,128,819</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (800,706)</u>	<u>\$ (800,706)</u>	<u>2,638,540</u>	<u>\$ 3,439,246</u>
<b>FUND BALANCE</b>				
Beginning of year			9,812,828	
<b>End of year</b>			<u>\$ 12,451,368</u>	

# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - PSERS

Year ended June 30

	Measurement Date								
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
District's proportion of the net pension liability	0.1618%	0.1637%	0.1620%	0.1658%	0.1677%	0.1687%	0.1654%	0.1627%	0.1586%
District's proportionate share of the net pension liability	\$ 71,934,212	\$ 67,209,867	\$ 79,767,206	\$ 77,565,564	\$ 80,504,000	\$ 83,318,000	\$ 81,967,000	\$ 70,474,000	\$ 62,775,000
District's covered-employee payroll	\$ 23,807,404	\$ 23,239,884	\$ 22,756,687	\$ 22,874,758	\$ 22,586,915	\$ 22,464,381	\$ 21,422,799	\$ 20,932,889	\$ 20,235,000
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	302.15%	289.20%	350.52%	339.09%	356.42%	370.89%	382.62%	336.67%	310.23%
Plan fiduciary net position as a percentage of the total pension liability	61.34%	63.67%	54.32%	55.66%	54.00%	52.00%	50.00%	54.00%	57.00%

In accordance with GASB Statement No. 68, this schedule has been prepared prospectively. This schedule will accumulate each year until sufficient information to present a ten-year trend is available.



# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF THE DISTRICT'S PENSION PLAN CONTRIBUTIONS - PSERS

Year ended June 30

	Measurement Date								
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 8,066,718	\$ 7,779,003	\$ 7,567,313	\$ 7,424,915	\$ 7,116,000	\$ 6,453,000	\$ 5,262,000	\$ 4,201,000	\$ 3,159,000
Contributions in relation to the contractually required contribution	<u>\$ 8,066,718</u>	<u>\$ 7,779,003</u>	<u>\$ 7,567,313</u>	<u>\$ 7,435,753</u>	<u>\$ 7,131,159</u>	<u>\$ 6,455,302</u>	<u>\$ 5,416,000</u>	<u>\$ 4,289,181</u>	<u>\$ 3,259,735</u>
Contribution deficiency (excess)	-	-	-	(10,838)	(15,159)	(2,302)	(154,000)	(88,181)	(100,735)
District's covered-employee payroll	\$ 23,807,404	\$ 23,239,884	\$ 22,756,687	\$ 22,874,758	\$ 22,586,915	\$ 22,464,381	\$ 21,422,799	\$ 20,932,889	\$ 20,235,020
Contributions as a percentage of covered-employee payroll	33.88%	33.47%	33.25%	32.51%	31.57%	28.74%	25.28%	20.49%	16.11%

In accordance with GASB Statement No. 68, this schedule has been prepared prospectively. This schedule will accumulate each year until sufficient information to present a ten-year trend is available.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF CHANGES IN OPEB LIABILITY - SINGLE EMPLOYER PLAN

Year ended June 30

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>TOTAL OPEB LIABILITY</b>						
Service cost	\$ 95,962	\$ 28,091	\$ 31,135	\$ 29,442	\$ 32,599	\$ 79,241
Interest on total OPEB liability	36,684	107,229	116,621	81,321	83,391	88,164
Differences between expected and actual experience	-	(1,425,761)	-	121,533	-	(52,534)
Changes of assumptions	(342,302)	26,584	-	660,443	-	738,499
Benefit payments	<u>(73,835)</u>	<u>(465,621)</u>	<u>(363,548)</u>	<u>(180,949)</u>	<u>(185,852)</u>	<u>(243,851)</u>
<b>Net change in total OPEB liabilities</b>	(283,491)	(1,729,478)	(215,792)	711,790	(69,862)	609,519
<b>Total OPEB liability, beginning</b>	<u>1,552,968</u>	<u>3,282,446</u>	<u>3,498,238</u>	<u>2,786,448</u>	<u>2,856,310</u>	<u>2,246,791</u>
<b>Total OPEB liability, ending</b>	<u>\$ 1,269,477</u>	<u>\$ 1,552,968</u>	<u>\$ 3,282,446</u>	<u>\$ 3,498,238</u>	<u>\$ 2,786,448</u>	<u>\$ 2,856,310</u>
<b>Fiduciary net position as a % of total OPEB liability</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Covered payroll</b>	\$ 22,261,580	\$ 22,261,580	\$ 21,391,318	\$ 20,869,579	\$ 19,566,848	\$ 19,089,608
<b>Net OPEB liability as a % of covered payroll</b>	5.70%	6.98%	15.34%	16.76%	14.24%	14.96%

In accordance with GASB Statement No. 68, this schedule has been prepared prospectively. This schedule will accumulate each year until sufficient information to present a ten-year trend is available.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY -PSERS

Year ended June 30

	Measurement Date					
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
District's proportion of the net OPEB liability	0.1619%	0.1639%	0.1621%	0.1658%	0.1677%	0.1687%
District's proportionate share of the net OPEB liability	\$ 2,980,208	\$ 3,884,566	\$ 3,502,490	\$ 3,526,304	\$ 3,496,000	\$ 3,437,000
District's covered-employee payroll	\$ 23,807,404	\$ 23,239,884	\$ 22,756,687	\$ 22,871,758	\$ 22,586,915	\$ 22,464,381
District's proportionate share of the net OPEB liability as a percentage of its covered-employee payroll	12.52%	16.72%	15.39%	15.42%	15.48%	15.30%
Plan fiduciary net position as a percentage of the total net OPEB liability	6.86%	5.30%	5.69%	5.56%	5.56%	6.00%

In accordance with GASB Statement No. 68, this schedule has been prepared prospectively. This schedule will accumulate each year until sufficient information to present a ten-year trend is available.

# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF THE DISTRICT'S OPEB PLAN CONTRIBUTIONS - PSERS

Year ended June 30

	Measurement Date					
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractually required contribution	\$ 189,055	\$ 190,722	\$ 190,829	\$ 189,959	\$ 187,000	\$ 187,000
Contributions in relation to the contractually required contribution	<u>\$ 189,055</u>	<u>\$ 190,722</u>	<u>\$ 190,739</u>	<u>\$ 189,315</u>	<u>\$ 186,480</u>	<u>\$ 183,490</u>
Contribution deficiency (excess)	-	-	90	644	520	3,510
District's covered-employee payroll	\$ 23,807,404	\$ 23,239,884	\$ 22,756,687	\$ 22,871,758	\$ 22,586,915	\$ 22,464,381
Contributions as a percentage of covered-employee payroll	0.79%	0.82%	0.84%	0.83%	0.83%	0.82%

In accordance with GASB Statement No. 68, this schedule has been prepared prospectively. This schedule will accumulate each year until sufficient will accumulate each year until sufficient information to present a ten-year trend is available.

**SINGLE AUDIT**

DRAFT - Subject to change - 10/5/2023

# LAMPETER-STRASBURG SCHOOL DISTRICT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended June 30, 2023

<u>Federal Grantor/Pass-Through Grantor/Project Title</u>	<u>Source Code</u>	<u>Federal ALN Number</u>	<u>Pass- Through Grantor's Number</u>	<u>Grant Period Beginning/ Ending Dates</u>	<u>Grant Amount</u>	<u>Total Received for Year</u>	<u>Accrued (Deferred) Revenue July 1, 2022</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>	<u>Accrued (Deferred) Revenue June 30, 2023</u>	<u>Passed Through to Subrecipients</u>
<b><u>U.S. Department of Education</u></b>											
<b><u>Passed-Through the Pennsylvania Department of Education</u></b>											
Title I - Improving Basic Programs	I	84.010	013-220220	07/17/21 - 09/30/22	\$ 524,024	\$ 248,667	\$ 45,016	\$ 203,651	\$ 203,651	\$ -	\$ -
Title I - Improving Basic Programs	I	84.010	013-230220	07/11/22 - 09/30/23	508,650	271,092	-	486,524	486,524	215,432	-
Total ALN #84.010						519,759	45,016	690,175	690,175	215,432	-
Title II - Improving Teacher Quality	I	84.367	020-220220	07/17/21 - 09/30/22	97,429	14,148	12,024	2,124	2,124	-	-
Title II - Improving Teacher Quality	I	84.367	020-230220	07/11/22 - 09/30/23	83,871	72,252	-	83,871	83,871	11,619	-
Total ALN #84.367						86,400	12,024	85,995	85,995	11,619	-
Title IV - Student Support and Academic Enrichment	I	84.424	144-220220	07/17/21 - 09/30/22	29,499	17	17	-	-	-	-
Title IV - Student Support and Academic Enrichment	I	84.424	144-230220	07/11/22 - 09/30/23	41,117	39,168	-	41,117	41,117	1,949	-
Total ALN #84.424						39,185	17	41,117	41,117	1,949	-
COVID-19 - ESSER Fund Local	I	84.425D	200-210220	03/13/20 - 09/30/23	1,448,503	1,044,270	38,317	1,005,953	1,005,953	-	-
COVID-19 - ARP ESSER	I	84.425U	223-210220	03/13/20 - 09/30/24	2,929,903	1,278,503	249,467	1,258,361	1,258,361	229,325	-
COVID-19 - ARP ESSER - 7%	I	84.425U	225-210220	03/13/20 - 09/30/24	227,719	45,544	14,659	48,181	48,181	17,296	-
COVID-19 - ARP ESSER - Homeless Children & Youth	I	84.425W	181-212217	03/13/20 - 09/30/24	18,674	3,352	80	4,503	4,503	1,231	-
Total ALN #84.425						2,371,669	302,523	2,316,998	2,316,998	247,852	-
<b><u>Passed Through the Lancaster-Lebanon I.U. #13</u></b>											
I.D.E.A. - Part B, Section 611	I	84.027	H027A220093	07/01/22 - 09/30/23	519,386	519,386	-	519,386	519,386	-	-
COVID-19 - ARP I.D.E.A.	I	84.027X	H027X210093	07/01/21 - 09/30/23	118,399	64,244	-	64,244	64,244	-	-
Total ALN #84.027						583,630	-	583,630	583,630	-	-
I.D.E.A. - Part B, Section 619	I	84.173	H173A220090	07/01/22 - 06/30/23	2,354	2,354	-	2,354	2,354	-	-
Total U.S. Department of Education						3,602,997	359,580	3,720,269	3,720,269	476,852	-

Continued on next page

<u>Federal Grantor/Pass-Through Grantor/Project Title</u>	<u>Source Code</u>	<u>Federal ALN Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Grant Period Beginning/Ending Dates</u>	<u>Grant Amount</u>	<u>Total Received for Year</u>	<u>Accrued (Deferred) Revenue July 1, 2022</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>	<u>Accrued (Deferred) Revenue June 30, 2023</u>	<u>Passed Through to Subrecipients</u>
<b><u>U.S. Department of Homeland Security</u></b>											
<b><u>Passed-Through the Pennsylvania Emergency Management Agency</u></b>											
Public Assistance Grants	I	97.036	546733	03/30/20 - 06/30/22	26,794	2,679	2,679	-	-	-	-
<b><u>U.S. Department of Agriculture</u></b>											
<b><u>Passed-Through the Pennsylvania Department of Education</u></b>											
Breakfast Program	I	10.553	N/A	07/01/21 - 06/30/22	N/A	11,358	11,358	-	-	-	-
Breakfast Program	I	10.553	N/A	07/01/22 - 06/30/23	N/A	162,898	-	162,898	162,898	-	-
Total ALN #10.553						174,256	11,358	162,898	162,898	-	-
P-EBT Local Admin Funds	I	10.649	N/A	07/01/22 - 06/30/23	N/A	628	-	628	628	-	-
Supply Chain Assistance	I	10.555	N/A	07/01/22 - 06/30/23	N/A	80,597	-	80,597	80,597	-	-
National School Lunch Program	I	10.555	N/A	07/01/21 - 06/30/22	N/A	38,545	38,545	-	-	-	-
National School Lunch Program	I	10.555	N/A	07/01/22 - 06/30/23	N/A	559,765	-	559,765	559,765	-	-
<b><u>Passed-Through the Pennsylvania Department of Agriculture</u></b>											
National School Lunch Program	I	10.555	N/A	07/01/22 - 06/30/23	N/A	136,428	(34,540)	143,554	143,554	(27,414)	-
Total ALN #10.555						815,335	4,005	783,916	783,916	(27,414)	-
<b>Total U.S. Department of Agriculture</b>						990,219	15,363	947,442	947,442	(27,414)	-
<b>Total Federal Awards</b>						\$ 4,595,895	\$ 377,622	\$ 4,667,711	\$ 4,667,711	\$ 449,438	\$ -
Special Education Cluster (IDEA) (ALN's #84.027 and #84.173)						\$ 585,984	\$ -	\$ 585,984	\$ 585,984	\$ -	\$ -
Child Nutrition Cluster (ALN's #10.553 and #10.555)						\$ 989,591	\$ 15,363	\$ 946,814	\$ 946,814	\$ (27,414)	\$ -

**Legend**

D - Direct Funding

I - Indirect Funding

ALN - Catalog of Federal Domestic Assistance

# LAMPETER-STRASBURG SCHOOL DISTRICT

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2023

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### (1) FEDERAL EXPENDITURES

The Schedule of Expenditures of Federal Awards reflects federal expenditures for all individual grants which were active during the fiscal year.

### (2) BASIS OF ACCOUNTING

The District uses the modified accrual method of recording transactions except as noted for the accounting of donated commodities in Note 3. Revenues are recorded when measurable and available. Expenditures are recorded when incurred.

### (3) NONMONETARY FEDERAL AWARDS – DONATED FOOD

The Commonwealth of Pennsylvania distributes federal surplus food to institutions (schools, hospitals and prisons) and to the needy. Expenditures reported in the Schedule of Expenditures of Federal Awards under ALN #10.555 USDA Commodities represent federal surplus food consumed by the District during the 2022-2023 fiscal year.

### (4) ACCESS PROGRAM

The District participates in the ACCESS Program which is a medical assistance program that reimburses local educational agencies for direct eligible health-related services provided to enrolled special needs students. Reimbursements are federal source revenues but are classified as fee-for-service and are not considered federal financial assistance. The amount of ACCESS funding recognized for the year ended June 30, 2023 was \$0.

### (5) INDIRECT COSTS

The District has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance. No indirect costs were charged to the District's Federal awards for the year ended June 30, 2023.



**LAMPETER-STRASBURG SCHOOL DISTRICT**

***SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS***

**Year ended June 30, 2023**

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There were no audit findings for the year ended June 30, 2022.

DRAFT - Subject to Change - 10/5/2023



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Board of School Directors  
Lampeter-Strasburg School District  
Lampeter, Pennsylvania**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Lampeter-Strasburg School District, Lampeter, Pennsylvania, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Lampeter-Strasburg School District's basic financial statements, and have issued our report thereon dated \_\_\_\_\_, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Lampeter-Strasburg School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lampeter-Strasburg School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Lampeter-Strasburg School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Lampeter-Strasburg School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Philadelphia, Pennsylvania**  
**, 2023**

DRAFT - Subject to Change - 10/5/2023



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

**Board of School Directors  
Lampeter-Strasburg School District  
Lampeter, Pennsylvania**

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Lampeter-Strasburg School District's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Lampeter-Strasburg School District's major federal programs for the year ended June 30, 2023. Lampeter-Strasburg School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Lampeter-Strasburg School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Lampeter-Strasburg School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Lampeter-Strasburg School District's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Lampeter-Strasburg School District's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Lampeter-Strasburg School District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Lampeter-Strasburg School District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Lampeter-Strasburg School District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Lampeter-Strasburg School District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Lampeter-Strasburg School District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**Philadelphia, Pennsylvania**  
**, 2023**

DRAFT - Subject to Change - 10/5/2023

# **LAMPETER-STRASBURG SCHOOL DISTRICT**

## **SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Year ended June 30, 2023**

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### **SUMMARY OF AUDITOR'S RESULTS**

1. The auditor's report expresses an unmodified opinion on whether the financial statements of Lampeter-Strasburg School District were prepared in accordance with GAAP.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements of Lampeter-Strasburg School District are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of Lampeter-Strasburg School District, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies or material weaknesses in internal control over the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs for Lampeter-Strasburg School District expresses an unmodified opinion on all major federal programs.
6. There are no audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a).
7. The program tested as a major program was:  
  
Education Stabilization Fund – Elementary and Secondary Education – ALN #84.425
8. The threshold used for distinguishing between Type A and B programs was \$750,000.
9. The Lampeter-Strasburg School District did qualify as a low-risk auditee.

### **FINDINGS—FINANCIAL STATEMENT AUDIT**

None

### **FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None

# **Lampeter-Strasburg School District**



## **SUPPORT COMPENSATION AND BENEFIT PLAN**

**Category A**

**July 1, 2024**

**to**

**June 30, 2029**



Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SUPPORT COMPENSATION  
AND BENEFIT PLAN**

**Category A – 12-Month**

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**EMPLOYEE CATEGORY DEFINITIONS**

**Fulltime (Category A) employee – An employee that is scheduled to work twelve months per year.**

The benefit level received in a given year is based upon the scheduled working hours for that year. Scheduled hours do not include overtime and any other miscellaneous payments made beyond the scheduled workday.

**SUPPORT COMPENSATION PLAN**

The District's compensation plan for hourly support staff employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each hourly rate range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The hourly rate ranges shown below will serve as the basis for compensation and affect the setting of starting hourly rates of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of hourly rates shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

If an employee's hourly rate is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.11	26.54	30.95
2	Range 2 Positions	17.94	21.53	25.12
3	Range 3 Positions	16.88	20.26	23.63
4	Range 4 Positions	15.50	18.59	21.70
5	Range 5 Positions	15.50	18.59	21.70

Range	Position Title	2024-2025 Salary Range		
		MIN*	MID	MAX
1	Range 1 Positions	22.84	27.41	31.98
2	Range 2 Positions	18.53	22.24	25.94
3	Range 3 Positions	17.44	20.93	24.42
4	Range 4 Positions	16.01	19.21	22.41
5	Range 5 Positions	16.01	19.21	22.41

\* - substitute hourly rate

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Support Staff Employee Performance Plan that is based upon four performance levels as applied to the Support Staff Evaluation Form. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the support staff employee's achievement as measured on the Performance Summary Form will determine the support staff employee's hourly rate increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**Support Staff Ranges:****Range 1:**

District Maintenance Technician  
 District Mechanic  
 Payroll Coordinator  
 Preventative Maintenance Specialist  
 Skilled Maintenance/Athletic Field Supervisor

**Range 2:**

SACC Assistant Director  
 Bookkeeper/Buildings and Grounds Secretary  
 ESL Tutor  
 Head Custodian  
 Math Assistant  
 Reading Assistant  
 Secretary to Assistant Superintendent  
 Secretary to Principal/Assistant Principal  
 Student Accounting Secretary  
 Technology Specialist I

**Range 3:**

Psychologist/Testing Secretary  
 Assistant Food Service Director  
 Cook Manager  
 District Courier  
 Health Room Assistant  
 High School Building/Athletic Secretary  
 High School Guidance Secretary  
 Human Resources Secretary  
 Middle School Guidance Secretary  
 Second Shift Lead Custodian  
 Swim Instructor  
 Tax/Census Coordinator

**Range 4:**

Assistant Cook Manager  
Baker  
Building Secretary  
Custodian  
District Grounds Worker  
District Receptionist  
Elementary Library Assistant  
High School Attendance Secretary  
High School Media Center Clerk - 10 month  
High School Receptionist - 9 month  
Middle School Media Center Clerk - 10 month  
Receptionist/Attendance Secretary  
SACC Group Supervisor  
Van Driver  
Job Trainer  
Personal Care Assistant  
Special Education Teacher Assistant

**Range 5:**

Bookroom Clerk  
Cafeteria Assistant  
Cafeteria/Playground Assistant  
Kitchen Helper  
Lunchroom Aide  
SACC Worker  
SACC Assistant Group Supervisor  
Substitute Caller  
Van Aide

**OTHER COMPENSATIONS**

**VACATION**

**Vacation time for fulltime (Category A) employees shall be as follows:**

**Each twelve month support staff employee shall become eligible for ten (10) days paid vacation per year, beginning July 1 of the year that he/she begins employment in the District.** If these employees begin during the school year, they will be granted vacation days on a pro-rated basis for the time remaining in the year prior to July 1.

Employees will be entitled to vacation days based on their years of service in a fulltime position with the allocation of ten (10) working days paid vacation following the first full fiscal year of employment through the completion of the fifth year of employment. A fulltime work year is considered to be twelve months, July 1 through June 30.

Fifteen (15) workdays of paid vacation shall be granted following completion of the fifth year of employment to the completion of the fifteenth year of employment, based on fulltime employment.

Twenty (20) workdays of paid vacation shall be granted following the completion of the fifteenth year of employment, based on fulltime employment.

If at all possible, vacation days should be approved only when the time proposed does not conflict with a heavy work schedule or other important need to the district.

The School District will not pay for vacation days upon termination of service. However, vacation days may be taken prior to the effective date of resignation. In cases where an employee resigns prior to conclusion of the school year (June 30), he/she will be granted vacation days for that portion of the year worked at a pro rata rate for each complete month of service.

### **UNUSED VACATION**

Vacation days must be used before June 30 of the year following the year in which they were earned. (For instance, an employee who earns ten (10) vacation days during the 2024-2025 fiscal year must use them before June 30, 2025.) A maximum of five (5) days of vacation may be carried over from year to year as of the last day of June of any school year. Vacation days not used within the period specified will convert to sick days.

### **MEDICARE AND SOCIAL SECURITY BENEFITS**

The Board of School Directors will provide its share of payment due to Medicare and Social Security Benefits as required by law.

### **PSERS BENEFITS**

The Board of School Directors will provide its share of payment toward the Retirement Benefits provided by the Pennsylvania School Employees Retirement System (PSERS). Eligibility for membership is in accordance with regulations established by the system.

### **RETIREMENT BENEFIT**

After 15 years of service in the School District, the fulltime Category A employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid for years of service and unused sick leave days as outlined below:

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of service in the District:	<u>Unused Sick Leave</u> A payment equal to the unused sick leave days times the amounts below:
2024-25	\$110	\$20
2025-26	\$120	\$20
2026-27	\$135	\$25
2027-28	\$145	\$25
2028-29	\$150	\$25

The payment which is due to a retired employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. The 403(b) account shall be established by the employee prior to termination of employment. An employee who fails to establish such account(s) will forfeit the benefit(s). The employee shall not have the option of receiving payment directly under this provision. In the event that the amounts to be deposited as an employer, non-elective contribution to the employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the employee's 403(b) account in subsequent year(s).

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

An employee who is entitled to the retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The employee's spouse, if covered at the time of the employee's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to employees who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the employee's retirement).

The employee shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

### **TAX SHELTERED ANNUITY**

The School District will make available the tax sheltered annuity program. Employees may elect deductions. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion. The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deduction or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of deduction. The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

### **TUITION REIMBURSEMENT**

Tuition reimbursement shall be reimbursed up to \$1,000 per year for tuition for satisfactory course completion by the District for course work directly related to the employee's position duties to fulltime Category A employees. Prior to taking the course, the employee must complete at least one year of service to the District, obtain the support of his/her immediate supervisor, and submit the request to the Superintendent of Schools for prior approval.

### **TRAVEL EXPENSE**

Employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

### **LEAVES OF ABSENCE**

All leave benefits are prorated to the employee's scheduled workday.

#### **PERSONAL LEAVE**

**Fulltime (Category A) employees shall be allowed a maximum of three (3) days per school year for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.



### **SICK LEAVE**

**Fulltime (Category A) employees shall be credited with twelve (12) days sick leave per school year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

### **FAMILY ILLNESS SICK DAYS**

**Fulltime (Category A) employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All support staff personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the "consecutive calendar days" provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the "consecutive calendar days" provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All support staff personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

If an employee receives a jury summons to serve, he/she shall be relieved of school duties without loss of pay in order to fulfill this civic responsibility.

Employee will receive regular pay as if working. Upon completion of jury duty, the employee will turn over to the school district the fee (does not include mileage) received for jury duty.

### **FAMILY MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the employee is entitled or which is granted to the employee.

### **CHILD REARING LEAVE**

Except as required under the Family Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of the leave shall be one (1) year.
4. Child rearing leave shall be regarded as unpaid leave.
5. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

### **UNPAID LEAVE**

Because of difficulties inherent in securing satisfactory or experienced substitutes, an employee shall not be granted a leave of absence except for unusual circumstances. Such leave must be requested in writing and submitted to the Superintendent or his designee. If approved, the leave shall be without pay or benefits and not exceed thirty (30) calendar days.

If a leave of absence is granted because of illness or injury, the leave would become effective after all sick days have been used and not to exceed a maximum of 120 days.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

**Fulltime (Category A) employee and dependent coverage** - The Board of School Directors will reimburse the employee for dental care expenses incurred each year (July 1 - June 30) by the employee and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$2,000**.

A deductible of \$25 per individual, \$50 maximum per family applies with respect to dental care expenses for the employee's spouse and dependents. Orthodontic expenses for the spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the employee's spouse or dependents.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

**Fulltime (Category A) employee and dependent coverage** - The Board of School Directors will reimburse the employee for vision care expenses incurred each year (July 1 - June 30) by the employee and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$500**.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

## **HEALTH INSURANCE/HOSPITALIZATION BENEFITS**

A fulltime (Category A) employee has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

### **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

### **CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

## **DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

**POS Plan** – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

**QHDHP-POS Plan** – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2025, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

### **EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

#### **POS Plan**

<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	13% of monthly premium	13% of monthly premium	13% of monthly premium

#### **QHDHP-POS Plan**

<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	\$46 monthly	\$73 monthly	\$105 monthly

### **INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

1. Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.
2. Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

### **OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP-POS Plan.

### **BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription drug benefits will be as follows:

2025-2029

Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3 month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

2025-2029

Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

**WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$4,500 per year for 2025, 2026, 2027, 2028, and 2029 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the applicable working spouse surcharge.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

- The employee and his/her spouse are both employed by the School District.
- The employee's spouse is ineligible for health insurance coverage through his/her employer.
- The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.
- The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

### **USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

### **STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee assistance services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

### **HEPATITIS VACCINATIONS (CUSTODIAL STAFF ONLY):**

Fulltime Category A, custodial employees are encouraged to have the Hepatitis B vaccination. Each District health care plan will cover the cost of the vaccination at 100%.

### **SECTION 125 PLAN**

The School District shall maintain a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

### **GROUP LONG-TERM DISABILITY INSURANCE**

Fulltime (Category A) employees are entitled to long-term disability benefits after exhausting all Sick Leave as outlined in the Group Long Term Disability Insurance booklet. The employee becomes eligible for 50% of covered earnings up to a maximum monthly amount of \$6,000. The employee must satisfy the qualification period of the greater of either: a) 30 days of disability or b) the length of accrued sick leave before disability benefits may begin.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Workers' Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to

this policy) shall not exceed 50% of such employee's monthly salary. This provision does not apply to any private income protection policy an employee may carry at his/her own personal expense.

### **LIFE INSURANCE**

The Board of School Directors shall provide term life insurance with the accidental death and dismemberment benefit in the amount of \$35,000 for fulltime Category A employees.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

### **OTHER BENEFITS**

#### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to employees.

#### **OVERTIME**

If an employee works in excess of 40 hours in a work week with the pre-approval of their immediate supervisor, the employee will be paid at the rate of one and one-half times the regular rate for the excess hours. The employee shall submit a time sheet for overtime hours at the end of that pay period.

At the supervisor's discretion, upon request by the employee, compensatory time may be earned at the rate of one and one-half hours for each hour of employment for which overtime compensation is required. The supervisor and employee shall agree before performance of work if compensatory time is permitted, with the supervisor keeping a written record of time earned and subsequently taken. The compensatory hours earned must be used within the same pay period. The employee shall submit a timesheet for the compensatory hours earned at the end of that pay period.

#### **TIME OFF DUE TO WEATHER CONDITIONS**

When school is closed for weather conditions, fulltime (Category A) employees must report for work as soon as road conditions permit or as otherwise notified. If the employee fails to report, the time off will be deducted from paid vacation.

Essential staff are to report as directed by their Supervisor.

#### **RESIGNATION**

Employees desiring to resign must present a written resignation at least two (2) weeks prior to the effective date of resignation. Failure to present this resignation may disqualify the employee for re-employment.





# **Lampeter-Strasburg School District**



## **SUPPORT COMPENSATION AND BENEFIT PLAN**

**Category B**

**July 1, 2024**

**to**

**June 30, 2029**

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SUPPORT COMPENSATION  
AND BENEFIT PLAN**

**Category B**

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**EMPLOYEE CATEGORY DEFINITIONS**

**Category B employee – An employee that is scheduled to work from 1,500 to 1,999 hours inclusive per year.**

The benefit level received in a given year is based upon the scheduled working hours for that year. Scheduled hours do not include overtime and any other miscellaneous payments made beyond the scheduled workday.

Employees employed prior to July 1, 1996, who were classified as Category B employees, will remain in Category B, even though their scheduled hours may not qualify them under the new definition. In order to qualify under this grandfathering clause, the existing employee must be a Category B employee and work greater than 1,350 hours. Current employees working less than 1,350 hours must work 1,500 hours or more to qualify for Category B benefits.

**SUPPORT COMPENSATION PLAN**

The District's compensation plan for hourly support staff employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each hourly rate range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The hourly rate ranges shown below will serve as the basis for compensation and affect the setting of starting hourly rates of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of hourly rates shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

If an employee's hourly rate is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.11	26.54	30.95
2	Range 2 Positions	17.94	21.53	25.12
3	Range 3 Positions	16.88	20.26	23.63
4	Range 4 Positions	15.50	18.59	21.70
5	Range 5 Positions	15.50	18.59	21.70

Range	Position Title	2024-2025 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.84	27.41	31.98
2	Range 2 Positions	18.53	22.24	25.94
3	Range 3 Positions	17.44	20.93	24.42
4	Range 4 Positions	16.01	19.21	22.41
5	Range 5 Positions	16.01	19.21	22.41

\* - substitute hourly rate

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Support Staff Employee Performance Plan that is based upon four performance levels as applied to the Support Staff Evaluation Form. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the support staff employee's achievement as measured on the Performance Summary Form will determine the support staff employee's hourly rate increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**Support Staff Ranges:****Range 1:**

District Maintenance Technician  
 District Mechanic  
 Payroll Coordinator  
 Preventative Maintenance Specialist  
 Skilled Maintenance/Athletic Field Supervisor

**Range 2:**

Assistant Director of SACC  
 Bookkeeper/Buildings and Grounds Secretary  
 ESL Tutor  
 Head Custodian  
 Math Assistant  
 Reading Assistant  
 Secretary to Assistant Superintendent  
 Secretary to Principal/Assistant Principal  
 Student Accounting Secretary  
 Technology Specialist I

**Range 3:**

Psychologist and Testing Secretary  
 Assistant to Food Service Director  
 Cook Manager  
 District Courier  
 Health Room Assistant  
 High School Building/Athletic Secretary  
 High School Guidance Secretary  
 Human Resources Secretary  
 Middle School Guidance Secretary  
 Second Shift Lead Custodian  
 Swim Instructor  
 Tax/Census Coordinator

**Range 4:**

Assistant Cook Manager  
Baker  
Building Secretary  
Custodian  
District Grounds Worker  
District Receptionist  
Elementary Library Assistant  
High School Attendance Secretary  
High School Media Center Clerk - 10 month  
High School Receptionist - 9 month  
Middle School Media Center Clerk - 10 month  
Receptionist/Attendance Secretary  
SACC Group Supervisor  
Van Driver  
Job Trainer  
Personal Care Assistant  
Special Education Teacher Assistant

**Range 5:**

Bookroom Clerk  
Cafeteria Assistant  
Cafeteria/Playground Assistant  
Kitchen Helper  
Lunchroom Aide  
SACC Worker  
SACC Assistant Group Supervisor  
Substitute Caller  
Van Aide

**OTHER COMPENSATIONS**

**MEDICARE AND SOCIAL SECURITY BENEFITS**

The Board of School Directors will provide its share of payment due to Medicare and Social Security Benefits as required by law.

**PSERS BENEFITS**

The Board of School Directors will provide its share of payment toward the Retirement Benefits provided by the Pennsylvania School Employees Retirement System (PSERS). Eligibility for membership is in accordance with regulations established by the system.

**RETIREMENT BENEFIT**

After 15 years of service in this school district, the Category B employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid for years of service and unused sick leave days as outlined below:

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of service in the District:	<u>Unused Sick Leave</u> A payment equal to the unused sick leave days times the amounts below:
2024-25	\$80	\$20
2025-26	\$85	\$20
2026-27	\$95	\$25
2027-28	\$100	\$25
2028-29	\$110	\$25

The payment which is due to a retired employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. The 403(b) account shall be established by the employee prior to termination of employment. An employee who fails to establish such account(s) will forfeit the benefit(s). The employee shall not have the option of receiving payment directly under this provision. In the event that the amounts to be deposited as an employer, non-elective contribution to the employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the employee's 403(b) account in subsequent year(s).

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

An employee who is entitled to retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The employee's spouse, if covered at the time of the employee's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to employees who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the employee's retirement).

The employee shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

In the event an employee retires within four months of the beginning of a fiscal year, the employee's allocation for dental and vision will be prorated based upon the days worked during that final year of employment with the district. If the amount of dental and vision coverage used during the time worked in that final year exceeds the prorated amount they are eligible for, the amount used in excess of the prorated amount will be deducted from either the employee's final pay and/or their retirement benefit.

### **TAX SHELTERED ANNUITY**

The School District will make available the tax sheltered annuity program. Employees may elect deductions. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion. The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deduction or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of deduction. The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.



### **TUITION REIMBURSEMENT**

Tuition reimbursement shall be reimbursed up to \$800 per year for tuition for satisfactory course completion by the district for course work directly related to the employee's position duties to category B employees. Prior to taking the course, the employee must complete at least one year of service to the district, obtain the support of his/her immediate supervisor, and submit the request to the Superintendent of Schools for approval.

### **TRAVEL EXPENSE**

Employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

### **LEAVES OF ABSENCE**

All leave benefits are prorated to the employee's scheduled workday.

#### **PERSONAL LEAVE**

**Category B employees shall be allowed a maximum of three (3) days per school year for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.

#### **SICK LEAVE**

**Category B employees shall be credited with 9 (nine) days sick leave per school year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

#### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All support staff personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the “consecutive calendar days” provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the “consecutive calendar days” provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All support staff personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

If an employee receives a jury summons to serve, he/she shall be relieved of school duties without loss of pay in order to fulfill this civic responsibility.

Employee will receive regular pay as if working. Upon completion of jury duty, the employee will turn over to the school district the fee (does not include mileage) received for jury duty.

### **FAMILY MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the employee is entitled or which is granted to the employee.

### **CHILD REARING LEAVE**

Except as required under the Family Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of the leave shall be one (1) year.
4. Child rearing leave shall be regarded as unpaid leave.
5. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

### **UNPAID LEAVE**

Because of difficulties inherent in securing satisfactory or experienced substitutes, an employee shall not be granted a leave of absence except for unusual circumstances. Such leave must be requested in writing and submitted to the Superintendent or his designee. If approved, the leave shall be without pay or benefits and not exceed thirty (30) calendar days.

If a leave of absence is granted because of illness or injury, the leave would become effective after all sick days have been used and not to exceed a maximum of 120 days.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

**Category B employee and dependent(s) coverage** - The Board of School Directors will reimburse the employee for dental care expenses incurred each year (July 1 - June 30) by the employee and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$1,400**.

A deductible of \$25 per individual, \$50 maximum per family applies with respect to dental care expenses for the employee's spouse and dependents (until age 26). Orthodontic expenses for the spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the employee's spouse or dependents.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

**Category B employee and dependent(s) coverage** - The Board of School Directors will reimburse the employee for vision care expenses incurred each year (July 1 - June 30) by the employee and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$350**.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **HEALTH INSURANCE/HOSPITALIZATION BENEFITS**

A Category B employee has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

#### **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

#### **CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

#### **DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

POS Plan – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2025, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

#### **EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

<u>POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	13% of monthly premium	13% of monthly premium	13% of monthly premium
<u>QHDHP-POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	\$46 monthly	\$73 monthly	\$105 monthly

### **INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

(a) Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.

(b) Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

### **OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP-POS Plan.

### **BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription drug benefits will be as follows:

#### **2025-2029**

Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3 month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

#### **2025-2029**

Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

### **WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$4,500 per year for 2025, 2026, 2027, 2028, and 2029 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the applicable working spouse surcharge.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

The employee and his/her spouse are both employed by the School District.

The employee's spouse is ineligible for health insurance coverage through his/her employer.

The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.

The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

### **USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

### **STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee Assistance Program (EAP) services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year

### **SECTION 125 PLAN**

The School District shall maintain a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

### **GROUP LONG-TERM DISABILITY INSURANCE**

Category B employees are entitled to long-term disability benefits as outlined in the Group Long Term Disability Insurance booklet. The employee becomes eligible for 50% of covered earnings up to a maximum monthly amount of \$6,000. The employee must satisfy the qualification period of the greater of either: a) 30 days of disability or b) the length of accrued sick leave before disability benefits may begin.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Worker's Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to this policy) shall not exceed 50% of such employee's monthly salary. This provision does not apply to any private income protection policy an employee may carry at his/her own personal expense.

### **LIFE INSURANCE**

The Board of School Directors shall provide term life insurance with the accidental death and dismemberment benefit in the amount of \$35,000 for Category B employees.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

### **OTHER BENEFITS**

#### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to employees.

### **OVERTIME**

If an employee works in excess of 40 hours in a work week with the pre-approval of their immediate supervisor, the employee will be paid at the rate of one and one-half times the regular rate for the excess hours. The employee shall submit a time sheet for overtime hours at the end of that pay period.

At the supervisor's discretion, upon request by the employee, compensatory time may be earned at the rate of one and one-half hours for each hour of employment for which overtime compensation is required. The supervisor and employee shall agree before performance of work if compensatory time is permitted, with the supervisor keeping a written record of time earned and subsequently taken. The compensatory hours earned must be used within the same pay period. The employee shall submit a timesheet for the compensatory hours earned at the end of that pay period.

### **TIME OFF DUE TO WEATHER CONDITIONS**

When school is closed for weather conditions, employees must report for work as soon as road conditions permit or as otherwise notified. If the employee fails to report, the time off will be deducted from paid vacation.

Essential staff are to report as directed by their Supervisor.

### **RESIGNATION**

Employees desiring to resign must present a written resignation at least two (2) weeks prior to the effective date of resignation. Failure to present this resignation may disqualify the employee for re-employment.



# **Lampeter-Strasburg School District**



## **SUPPORT COMPENSATION AND BENEFIT PLAN**

### **Category C**

**July 1, 2024**

**to**

**June 30, 2029**

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SUPPORT COMPENSATION  
AND BENEFIT PLAN**

**Category C**

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**EMPLOYEE CATEGORY DEFINITIONS**

**Part-time Category C employee – An employee that is scheduled to work from 1,100 to 1,499 hours inclusive per year.**

The benefit level received in a given year is based upon the scheduled working hours for that year. Scheduled hours do not include overtime and any other miscellaneous payments made beyond the scheduled workday.

**COMPENSATION PLAN**

The District's compensation plan for hourly support staff employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each hourly rate range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The hourly rate ranges shown below will serve as the basis for compensation and affect the setting of starting hourly rates of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of hourly rates shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

If an employee's hourly rate is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.11	26.54	30.95
2	Range 2 Positions	17.94	21.53	25.12
3	Range 3 Positions	16.88	20.26	23.63
4	Range 4 Positions	15.50	18.59	21.70
5	Range 5 Positions	15.50	18.59	21.70

Range	Position Title	2024-2025 Salary Range		
		MIN*	MID	MAX
1	Range 1 Positions	22.84	27.41	31.98
2	Range 2 Positions	18.53	22.24	25.94
3	Range 3 Positions	17.44	20.93	24.42
4	Range 4 Positions	16.01	19.21	22.41
5	Range 5 Positions	16.01	19.21	22.41

\* - substitute hourly rate

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Support Staff Employee Performance Plan that is based upon four performance levels as applied to the Support Staff Evaluation Form. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the support staff employee's achievement as measured on the Performance Summary Form will determine the support staff employee's hourly rate increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**Support Staff Ranges:**

**Range 1:**

District Maintenance Technician  
 District Mechanic  
 Payroll Coordinator  
 Preventative Maintenance Specialist  
 Skilled Maintenance/Athletic Field Supervisor

**Range 2:**

Assistant Director of SACC  
 Bookkeeper/Buildings and Grounds Secretary  
 ESL Tutor  
 Head Custodian  
 Math Assistant  
 Reading Assistant  
 Secretary to Assistant Superintendent  
 Secretary to Principal/Assistant Principal  
 Student Accounting Secretary  
 Technology Specialist I

**Range 3:**

Psychologist and Testing Secretary  
 Assistant to Food Service Director  
 Cook Manager  
 District Courier  
 Health Room Assistant  
 High School Building/Athletic Secretary  
 High School Guidance Secretary  
 Human Resources Secretary  
 Middle School Guidance Secretary  
 Second Shift Lead Custodian  
 Swim Instructor  
 Tax/Census Coordinator

**Range 4:**

Assistant Cook Manager  
Baker  
Building Secretary  
Custodian  
District Grounds Worker  
District Receptionist  
Elementary Library Assistant  
High School Attendance Secretary  
High School Media Center Clerk - 10 month  
High School Receptionist - 9 month  
Middle School Media Center Clerk - 10 month  
Receptionist/Attendance Secretary  
SACC Group Supervisor  
Van Driver  
Job Trainer  
Personal Care Assistant  
Special Education Teacher Assistant

**Range 5:**

Bookroom Clerk  
Cafeteria Assistant  
Cafeteria/Playground Assistant  
Kitchen Helper  
Lunchroom Aide  
SACC Worker  
SACC Assistant Group Supervisor  
Substitute Caller  
Van Aide

**OTHER COMPENSATIONS**

**MEDICARE AND SOCIAL SECURITY BENEFITS**

The Board of School Directors will provide its share of payment due to Medicare and Social Security Benefits as required by law.

**PSERS BENEFITS**

The Board of School Directors will provide its share of payment toward the Retirement Benefits provided by the Pennsylvania School Employees Retirement System (PSERS). Eligibility for membership is in accordance with regulations established by the system.

**RETIREMENT BENEFIT**

After 15 years of service in this school district, the Category C employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid for years of service and unused sick leave days as outlined below:

## Support Category C Compensation/Benefit Plan

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of service in the District:	<u>Unused Sick Leave</u> A payment equal to the unused sick leave days times the amounts below:
2024-25	\$45	\$20
2025-26	\$50	\$20
2026-27	\$50	\$25
2027-28	\$55	\$25
2028-29	\$60	\$25

The payment which is due to a retired employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. The 403(b) account shall be established by the employee prior to termination of employment. An employee who fails to establish such account(s) will forfeit the benefit(s). The employee shall not have the option of receiving payment directly under this provision. In the event that the amounts to be deposited as an employer, non-elective contribution to the employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the employee's 403(b) account in subsequent year(s).

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

An employee who is entitled to retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The employee's spouse, if covered at the time of the employee's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to employees who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the employee's retirement).

The employee shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

### **TAX SHELTERED ANNUITY**

The School District will make available the tax sheltered annuity program. Employees may elect deductions. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion. The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deduction or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of deduction. The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

### **TUITION REIMBURSEMENT**

Tuition reimbursement shall be reimbursed up to \$800 per year for tuition for satisfactory course completion by the district for course work directly related to the employee's position duties to category C employees. Prior to taking the course, the employee must complete at least one year of service to the district, obtain the support of his/her immediate supervisor, and submit the request to the Superintendent of Schools for approval.



### **TRAVEL EXPENSE**

Employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

### **LEAVES OF ABSENCE**

All leave benefits are prorated to the employee's scheduled workday.

#### **PERSONAL LEAVE**

**Category C employees shall be allowed a maximum of one (1) day per school year for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.

#### **SICK LEAVE**

**Category C employees shall be credited with six (6) days sick leave per year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current schedule work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

#### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

#### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the “consecutive calendar days” provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the “consecutive calendar days” provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

**JURY DUTY LEAVE**

If an employee receives a jury summons to serve, he/she shall be relieved of school duties without loss of pay in order to fulfill this civic responsibility.

Employee will receive regular pay as if working. Upon completion of jury duty, the employee will turn over to the school district the fee (does not include mileage) received for jury duty.

**FAMILY MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the employee is entitled or which is granted to the employee.

**CHILD REARING LEAVE**

Except as required under the Family Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of the leave shall be one (1) year.
4. Child rearing leave shall be regarded as unpaid leave.
5. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

**ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

## **Support Category C Compensation/Benefit Plan**

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

### **UNPAID LEAVE**

Because of difficulties inherent in securing satisfactory or experienced substitutes, an employee shall not be granted a leave of absence except for unusual circumstances. Such leave must be requested in writing and submitted to the Superintendent or his designee. If approved, the leave shall be without pay or benefits and not exceed thirty (30) calendar days.

If a leave of absence is granted because of illness or injury, the leave would become effective after all sick days have been used and not to exceed a maximum of 120 days.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

**Category C employee only** - The Board of School Directors will reimburse the employee for dental care expenses incurred each year (July 1 - June 30) by the employee. For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$800**.

A deductible of **\$25** with respect to dental care or orthodontic expenses for the employee.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

**Category C employee only** - The Board of School Directors will reimburse the employee for vision care expenses incurred each year (July 1 - June 30) by the employee. For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$200**.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

## **HEALTH INSURANCE/HOSPITALIZATION BENEFITS**

A Category C employee has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

**BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

**CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

**DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

POS Plan – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2025, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

**EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

POS Plan

<u>Year</u>	<u>Employee</u>
2025 – 2029	13% of monthly premium

QHDHP-POS Plan

<u>Year</u>	<u>Employee</u>
2025 – 2029	\$46 monthly

**INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

(a) Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.

(b) Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for

## Support Category C Compensation/Benefit Plan

coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

### **OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP-POS Plan.

### **BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription drug benefits will be as follows:

#### 2025-2029

Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3 month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

#### 2025-2029

Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

**USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

**STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee Assistance Program (EAP) services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

**SECTION 125 PLAN**

The School District shall maintain a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

**LIFE INSURANCE**

The Board of School Directors shall provide term life insurance with the accidental death and dismemberment benefit in the amount of \$15,000 for Category C employees.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

**WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

**OTHER BENEFITS**

**DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to employees.

**OVERTIME**

If an employee works in excess of 40 hours in a work week with the pre-approval of their immediate supervisor, the employee will be paid at the rate of one and one-half times the regular rate for the excess hours. The employee shall submit a time sheet for overtime hours at the end of that pay period.

At the supervisor's discretion, upon request by the employee, compensatory time may be earned at the rate of one and one-half hours for each hour of employment for which overtime compensation is required. The supervisor and employee shall agree before performance of work if compensatory time is permitted, with the supervisor keeping a written record of time earned and subsequently taken. The compensatory hours earned must be used within the same pay period. The employee shall submit a timesheet for the compensatory hours earned at the end of that pay period.

**TIME OFF DUE TO WEATHER CONDITIONS**

When school is closed for weather conditions, employees must report for work as soon as road conditions permit or as otherwise notified. If the employee fails to report, the time off will be deducted from paid vacation.

Essential staff are to report as directed by their Supervisor.

**RESIGNATION**

Employees desiring to resign must present a written resignation at least two (2) weeks prior to the effective date of resignation. Failure to present this resignation may disqualify the employee for re-employment.

# **Lampeter-Strasburg School District**



## **SUPPORT COMPENSATION AND BENEFIT PLAN**

**Category D**

**July 1, 2024**

**to**

**June 30, 2029**



Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SUPPORT COMPENSATION  
AND BENEFIT PLAN**

**Category D**

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**EMPLOYEE CATEGORY DEFINITIONS**

**Part-time Category D employee – An employee that is scheduled to work from 750 to 1,099 hours inclusive per year.**

The benefit level received in a given year is based upon the scheduled working hours for that year. Scheduled hours do not include overtime and any other miscellaneous payments made beyond the scheduled workday.

**COMPENSATION PLAN**

The District's compensation plan for hourly support staff employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each hourly rate range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The hourly rate ranges shown below will serve as the basis for compensation and affect the setting of starting hourly rates of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of hourly rates shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

If an employee's hourly rate is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.11	26.54	30.95
2	Range 2 Positions	17.94	21.53	25.12
3	Range 3 Positions	16.88	20.26	23.63
4	Range 4 Positions	15.50	18.59	21.70
5	Range 5 Positions	15.50	18.59	21.70

Range	Position Title	2024-2025 Salary Range		
		MIN*	MID	MAX
1	Range 1 Positions	22.84	27.41	31.98
2	Range 2 Positions	18.53	22.24	25.94
3	Range 3 Positions	17.44	20.93	24.42
4	Range 4 Positions	16.01	19.21	22.41
5	Range 5 Positions	16.01	19.21	22.41

\* - substitute hourly rate

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Support Staff Employee Performance Plan that is based upon four performance levels as applied to the Support Staff Evaluation Form. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the support staff employee's achievement as measured on the Performance Summary Form will determine the support staff employee's hourly rate increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**Support Staff Ranges:****Range 1:**

District Maintenance Technician  
 District Mechanic  
 Payroll Coordinator  
 Preventative Maintenance Specialist  
 Skilled Maintenance/Athletic Field Supervisor

**Range 2:**

Assistant Director of SACC  
 Bookkeeper/Buildings and Grounds Secretary  
 ESL Tutor  
 Head Custodian  
 Math Assistant  
 Reading Assistant  
 Secretary to Assistant Superintendent  
 Secretary to Principal/Assistant Principal  
 Student Accounting Secretary  
 Technology Specialist I

**Range 3:**

Psychologist and Testing Secretary  
 Assistant to Food Service Director  
 Cook Manager  
 District Courier  
 Health Room Assistant  
 High School Building/Athletic Secretary  
 High School Guidance Secretary  
 Human Resources Secretary  
 Middle School Guidance Secretary  
 Second Shift Lead Custodian  
 Swim Instructor  
 Tax/Census Coordinator

**Range 4:**

Assistant Cook Manager  
Baker  
Building Secretary  
Custodian  
District Grounds Worker  
District Receptionist  
Elementary Library Assistant  
High School Attendance Secretary  
High School Media Center Clerk - 10 month  
High School Receptionist - 9 month  
Middle School Media Center Clerk - 10 month  
Receptionist/Attendance Secretary  
SACC Group Supervisor  
Van Driver  
Job Trainer  
Personal Care Assistant  
Special Education Teacher Assistant

**Range 5:**

Bookroom Clerk  
Cafeteria Assistant  
Cafeteria/Playground Assistant  
Kitchen Helper  
Lunchroom Aide  
SACC Worker  
SACC Assistant Group Supervisor  
Substitute Caller  
Van Aide

**OTHER COMPENSATIONS**

**MEDICARE AND SOCIAL SECURITY BENEFITS**

The Board of School Directors will provide its share of payment due to Medicare and Social Security Benefits as required by law.

**PSERS BENEFITS**

The Board of School Directors will provide its share of payment toward the Retirement Benefits provided by the Pennsylvania School Employees Retirement System (PSERS). Eligibility for membership is in accordance with regulations established by the system.

**RETIREMENT BENEFIT**

After 15 years of service in this school district, the Category D employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid for years of service and unused sick leave days as outlined below:

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of service in the District:	<u>Unused Sick Leave</u> A payment equal to the unused sick leave days times the amounts below:
2024-25	\$35	\$20
2025-26	\$35	\$20
2026-27	\$40	\$25
2027-28	\$40	\$25
2028-29	\$45	\$25

The payment which is due to a retired employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. The 403(b) account shall be established by the employee prior to termination of employment. An employee who fails to establish such account(s) will forfeit the benefit(s). The employee shall not have the option of receiving payment directly under this provision. In the event that the amounts to be deposited as an employer, non-elective contribution to the employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the employee's 403(b) account in subsequent year(s).

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

#### **TAX SHELTERED ANNUITY**

The School District will make available the tax sheltered annuity program. Employees may elect deductions. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion. The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deduction or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of deduction. The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

#### **TRAVEL EXPENSE**

Employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

#### **LEAVES OF ABSENCE**

All leave benefits are prorated to the employee's scheduled workday.

#### **SICK LEAVE**

**Category D employees shall be allowed three (3) days sick leave per school year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current schedule work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the "consecutive calendar days" provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the "consecutive calendar days" provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

If an employee receives a jury summons to serve, he/she shall be relieved of school duties without loss of pay in order to fulfill this civic responsibility.

Employee will receive regular pay as if working. Upon completion of jury duty, the employee will turn over to the school district the fee (does not include mileage) received for jury duty.

### **FAMILY MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the employee is entitled or which is granted to the employee.

### **CHILD REARING LEAVE**

Except as required under the Family Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of the leave shall be one (1) year.
4. Child rearing leave shall be regarded as unpaid leave.
5. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

### **UNPAID LEAVE**

Because of difficulties inherent in securing satisfactory or experienced substitutes, an employee shall not be granted a leave of absence except for unusual circumstances. Such leave must be requested in writing and submitted to the Superintendent or his designee. If approved, the leave shall be without pay or benefits and not exceed thirty (30) calendar days.

If a leave of absence is granted because of illness or injury, the leave would become effective after all sick days have been used and not to exceed a maximum of 120 days.



## **INSURANCE BENEFITS**

### **LIFE INSURANCE**

The Board of School Directors shall provide term life insurance with the accidental death and dismemberment benefit in the amount of \$15,000 for Category D employees.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

## **OTHER BENEFITS**

### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to employees.

### **OVERTIME**

If an employee works in excess of 40 hours in a work week with the pre-approval of their immediate supervisor, the employee will be paid at the rate of one and one-half times the regular rate for the excess hours. The employee shall submit a time sheet for overtime hours at the end of that pay period.

At the supervisor's discretion, upon request by the employee, compensatory time may be earned at the rate of one and one-half hours for each hour of employment for which overtime compensation is required. The supervisor and employee shall agree before performance of work if compensatory time is permitted, with the supervisor keeping a written record of time earned and subsequently taken. The compensatory hours earned must be used within the same pay period. The employee shall submit a timesheet for the compensatory hours earned at the end of that pay period.

### **TIME OFF DUE TO WEATHER CONDITIONS**

When school is closed for weather conditions, employees must report for work as soon as road conditions permit or as otherwise notified. If the employee fails to report, the time off will be deducted from paid vacation.

Essential staff are to report as directed by their Supervisor.

### **RESIGNATION**

Employees desiring to resign must present a written resignation at least two (2) weeks prior to the effective date of resignation. Failure to present this resignation may disqualify the employee for re-employment.

# **Lampeter-Strasburg School District**



## **SUPPORT COMPENSATION AND BENEFIT PLAN**

**Category E**

**July 1, 2024**

**to**

**June 30, 2029**

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SUPPORT COMPENSATION  
AND BENEFIT PLAN**

**Category E**

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**EMPLOYEE CATEGORY DEFINITIONS**

**Part-time Category E employee – An employee that is scheduled to work no more than 750 hours inclusive per year.**

The benefit level received in a given year is based upon the scheduled working hours for that year. Scheduled hours do not include overtime and any other miscellaneous payments made beyond the scheduled workday.

**COMPENSATION PLAN**

The District's compensation plan for hourly support staff employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each hourly rate range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The hourly rate ranges shown below will serve as the basis for compensation and affect the setting of starting hourly rates of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of hourly rates shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

If an employee's hourly rate is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Range 1 Positions	22.11	26.54	30.95
2	Range 2 Positions	17.94	21.53	25.12
3	Range 3 Positions	16.88	20.26	23.63
4	Range 4 Positions	15.50	18.59	21.70
5	Range 5 Positions	15.50	18.59	21.70

Range	Position Title	2024-2025 Salary Range		
		MIN*	MID	MAX
1	Range 1 Positions	22.84	27.41	31.98
2	Range 2 Positions	18.53	22.24	25.94
3	Range 3 Positions	17.44	20.93	24.42
4	Range 4 Positions	16.01	19.21	22.41
5	Range 5 Positions	16.01	19.21	22.41

\* - substitute hourly rate

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Support Staff Employee Performance Plan that is based upon four performance levels as applied to the Support Staff Evaluation Form. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the support staff employee's achievement as measured on the Performance Summary Form will determine the support staff employee's hourly rate increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**Support Staff Ranges:****Range 1:**

District Maintenance Technician  
 District Mechanic  
 Payroll Coordinator  
 Preventative Maintenance Specialist  
 Skilled Maintenance/Athletic Field Supervisor

**Range 2:**

Assistant Director of SACC  
 Bookkeeper/Buildings and Grounds Secretary  
 ESL Tutor  
 Head Custodian  
 Math Assistant  
 Reading Assistant  
 Secretary to Assistant Superintendent  
 Secretary to Principal/Assistant Principal  
 Student Accounting Secretary  
 Technology Specialist I

**Range 3:**

Psychologist and Testing Secretary  
 Assistant to Food Service Director  
 Cook Manager  
 District Courier  
 Health Room Assistant  
 High School Building/Athletic Secretary  
 High School Guidance Secretary  
 Human Resources Secretary  
 Middle School Guidance Secretary  
 Second Shift Lead Custodian  
 Swim Instructor  
 Tax/Census Coordinator

**Range 4:**

Assistant Cook Manager  
Baker  
Building Secretary  
Custodian  
District Grounds Worker  
District Receptionist  
Elementary Library Assistant  
High School Attendance Secretary  
High School Media Center Clerk - 10 month  
High School Receptionist - 9 month  
Middle School Media Center Clerk - 10 month  
Receptionist/Attendance Secretary  
SACC Group Supervisor  
Van Driver  
Job Trainer  
Personal Care Assistant  
Special Education Teacher Assistant

**Range 5:**

Bookroom Clerk  
Cafeteria Assistant  
Cafeteria/Playground Assistant  
Kitchen Helper  
Lunchroom Aide  
SACC Worker  
SACC Assistant Group Supervisor  
Substitute Caller  
Van Aide

**OTHER COMPENSATIONS**

**MEDICARE AND SOCIAL SECURITY BENEFITS**

The Board of School Directors will provide its share of payment due to Medicare and Social Security Benefits as required by law.

**PSERS BENEFITS**

The Board of School Directors will provide its share of payment toward the Retirement Benefits provided by the Pennsylvania School Employees Retirement System (PSERS). Eligibility for membership is in accordance with regulations established by the system.

**TAX SHELTERED ANNUITY**

The School District will make available the tax sheltered annuity program. Employees may elect deductions. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion. The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deduction or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of deduction. The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

### **TRAVEL EXPENSE**

Employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

### **LEAVES OF ABSENCE**

All leave benefits are prorated to the employee's scheduled workday.

#### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the "consecutive calendar days" provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the "consecutive calendar days" provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

#### **JURY DUTY LEAVE**

If an employee receives a jury summons to serve, he/she shall be relieved of school duties without loss of pay in order to fulfill this civic responsibility.

Employee will receive regular pay as if working. Upon completion of jury duty, the employee will turn over to the school district the fee (does not include mileage) received for jury duty.

#### **FAMILY MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the employee is entitled or which is granted to the employee.

#### **CHILD REARING LEAVE**

Except as required under the Family Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.



2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of the leave shall be one (1) year.
4. Child rearing leave shall be regarded as unpaid leave.
5. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

### **UNPAID LEAVE**

Because of difficulties inherent in securing satisfactory or experienced substitutes, an employee shall not be granted a leave of absence except for unusual circumstances. Such leave must be requested in writing and submitted to the Superintendent or his designee. If approved, the leave shall be without pay or benefits and not exceed thirty (30) calendar days.

If a leave of absence is granted because of illness or injury, the leave would become effective after all sick days have been used and not to exceed a maximum of 120 days.

## **INSURANCE BENEFITS**

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

## **OTHER BENEFITS**

### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to employees.

### **OVERTIME**

If an employee works in excess of 40 hours in a work week with the pre-approval of their immediate supervisor, the employee will be paid at the rate of one and one-half times the regular rate for the excess hours. The employee shall submit a time sheet for overtime hours at the end of that pay period.

At the supervisor's discretion, upon request by the employee, compensatory time may be earned at the rate of one and one-half hours for each hour of employment for which overtime compensation is required. The supervisor and employee shall agree before performance of work if compensatory time is permitted, with the supervisor keeping a written record of time earned and subsequently taken. The compensatory hours earned must be used within the same pay period. The employee shall submit a timesheet for the compensatory hours earned at the end of that pay period.

### **TIME OFF DUE TO WEATHER CONDITIONS**

When school is closed for weather conditions, employees must report for work as soon as road conditions permit or as otherwise notified. If the employee fails to report, the time off will be deducted from paid vacation.

Essential staff are to report as directed by their Supervisor.

### **RESIGNATION**

Employees desiring to resign must present a written resignation at least two (2) weeks prior to the effective date of resignation. Failure to present this resignation may disqualify the employee for re-employment.

# **Lampeter-Strasburg School District**



## **SALARY EXEMPT COMPENSATION AND BENEFIT PLAN**

**12-Month**

**July 1, 2024  
to  
June 30, 2029**

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SALARY EXEMPT COMPENSATION  
AND BENEFIT PLAN**

**12-Month**

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**SALARY EXEMPT COMPENSATION PLAN**

The District's compensation plan for salary exempt employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each salary range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The salary ranges shown below will serve as the basis for compensation and affect the setting of starting salaries of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of salaries shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

Any employee's salary that fell below the updated minimum salary (after applying the appropriate P value increase for the year) was moved to the updated minimum salary for the 2019-2020 school year.

If an employee's salary is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
1	Athletic Director	82,403	98,884	115,364
2	Buildings & Grounds Director	76,660	91,992	107,324
3	Network Systems Administrator	71,381	85,657	99,933
4	School Age Child Care Director	61,287	73,544	85,802
5	Transportation Coordinator	58,754	70,505	82,256
6	Application Support Specialist	50,688	60,825	70,963
6	Admin. Assistant to the Superintendent	50,688	60,825	70,963

Range	Position Title	2024-2025 Salary Range		
		MIN	MID	MAX
1	Athletic Director	85,123	102,147	119,172
2	Buildings & Grounds Director	79,190	95,028	110,866
3	Network Systems Administrator	73,737	88,484	103,232
4	School Age Child Care Director	63,309	75,971	88,633
5	Transportation Coordinator	60,693	72,832	84,970
6	Application Support Specialist	52,360	62,832	73,304
6	Admin. Assistant to the Superintendent	52,360	62,832	73,304

## **PERFORMANCE EVALUATION PLAN**

The District has adopted a Salary Exempt Employee Performance Plan that is based upon four performance levels as applied to salary exempt Domains and Goals established annually by the Board of School Directors. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the salary exempt employee's achievement as measured on the Performance Summary Form will determine the salary exempt employee's salary increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

## **OTHER COMPENSATIONS**

### **VACATION**

Each 12-month salary exempt employee shall become eligible for ten (10) days paid vacation per year, beginning July 1 of the year that he/she begins employment in the District. Salary-exempt employees who begin during the school year will be granted one (1) day per month for the time remaining in the year prior to July 1.

Employees will be entitled to vacation days based on their years of service in a full-time position with the allocation of ten (10) working days paid vacation following the first full fiscal year of employment through the completion of the fifth year of employment. A full-time work year is considered to be twelve months, July 1 through June 30.

Fifteen (15) workdays of paid vacation shall be granted following completion of the fifth year of employment to the completion of the fifteenth year of employment, based on full-time employment.

Twenty (20) workdays of paid vacation shall be granted following the completion of the fifteenth year of employment, based on full-time employment.

If at all possible, vacation days should be taken only when the time proposed does not conflict with a heavy work schedule or other important need to the district.

A maximum of ten (10) days of vacation may be carried over from year to year as of the last day of June of any school year. The maximum number of vacation days that a salary exempt employee could have, therefore, as of July 1 of any school year would be thirty (30) days.

Any unused vacation days over the amount authorized to be carried over from one school year to the next will be applied to and counted as available sick days.

The School District will not pay for vacation days upon termination of service. However, vacation days may be taken prior to the effective date of resignation. In cases where an employee resigns prior to conclusion of the school year (June 30), he/she will be granted vacation days for that portion of the year worked at a pro rata rate for each complete month of service.



**RETIREMENT BENEFIT**

After 10 years of service in the School District, a 12-month salary exempt employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid an amount the lesser of a) years of service plus accumulated and unused sick leave days or b) the maximum amount of payment, as outlined below:

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of PSERS credited service in the district:		<u>Unused Sick Leave</u> A payment equal to the amount below times accumulated and unused sick leave days:		<u>Maximum Amount of Payment</u>
		plus		or	
2024-25	\$500		\$60		\$25,000
2025-26	\$550		\$60		\$27,500
2026-27	\$600		\$75		\$30,000
2027-28	\$650		\$75		\$32,500
2028-29	\$685		\$75		\$35,000

The payment which is due to a retired salary exempt employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. In the event that the amounts to be deposited as an employer, non-elective contribution to the salary exempt employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the salary exempt employee's 403(b) account in subsequent year(s).

In addition to the benefit set forth above, after 10 years of service in the School District, a salary exempt employee who retires will be paid an amount equal to \$100 for each year of service with the School District. The payment shall be made into the salary exempt employee's Health Reimbursement Arrangement (HRA) created by the salary exempt employee under Sections 105 and 106 of the Internal Revenue Code.

All School District contributions into the 403(b) account and the HRA account shall be deposited into qualified accounts for each eligible employee. The plan vendor(s) shall be identified by the School District, with the consent of the Association, such consent shall not be unreasonably withheld. The Plan Vendor(s) shall be responsible for administering the 403(b) account and the HRA account.

The 403(b) account and the HRA account shall be established by the salary exempt employee prior to termination of employment. A salary exempt employee who fails to establish such account(s) will forfeit the benefit(s). The salary exempt employee shall not have the option of receiving payment directly under this provision.

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

An employee who is entitled to the retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The employee's spouse, if covered at the time of the employee's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to

employees who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the employee's retirement).

The employee shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

#### **TAX SHELTERED ANNUITY**

The School District will continue to make available the tax sheltered annuity program for Salary Exempt Employees as in the past. The Board will select a broker to administer the program. Deductions shall be in multiples of \$10 per pay period. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his/her discretion.

The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deductions or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of the deduction.

The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

#### **TUITION REIMBURSEMENT**

Salary exempt employees are granted tuition reimbursement each year of up to the cost of 9 credits per year at Millersville University, Penn State University, Immaculata University, the University of Delaware, or Temple University, whichever is greatest. Either undergraduate or graduate courses are eligible for reimbursement as approved by the Superintendent. Reimbursement is dependent on satisfactory completion of course requirements with a grade of "B" or better and continuation of employment with the district for a period of six months following course completion. Salary exempt employees may request and receive prepayment of tuition expenses with the clear understanding that they must continue employment with the school district for one school semester following completion of course work for which tuition was prepaid. Failure to meet this criterion will result in tuition prepayment being deducted from final salary adjustments.

In the event that a Salary exempt employee is enrolled in a doctoral program and is required to register as a full-time student for an academic year or its equivalent to complete a residency requirement, the district will reimburse the Salary exempt employee for up to 18 credits for that one year only.

#### **TRAVEL EXPENSE**

Salary exempt employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Salary exempt employees are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

## **LEAVES OF ABSENCE**

### **PERSONAL LEAVE**

**A maximum of three (3) days per school year shall be allowed to any 12-month salary exempt staff member for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.

### **SICK LEAVE**

**Salary exempt employees will be granted one (1) day of sick leave/month to a maximum of twelve (12) days per school year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family** - father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the "consecutive calendar days" provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the "consecutive calendar days" provision been applied.)

**Near relative** - first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

A salary exempt employee shall be granted leaves of absences without loss of income to serve on federal, state, or county jury duty when called to duty by legally constituted judicial authorities as provided by law. The salary exempt employee shall have the option of returning the per diem jury pay to the School District through payroll deduction or by cash.

### **FAMILY AND MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the salary exempt employee is entitled or which is granted to the employee.

### **CHILD REARING LEAVE**

Except as required under the Family and Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for the remainder of the school year plus the following complete school year if the leave commences after the end of the first marking period or for the remainder of the school year if the leave commences prior to the end of the first marking period.
4. Upon return to employment, the employee shall be assigned to a position commensurate with their ability.
5. If the employee decides not to return to work at the expiration of the leave, a sixty (60) day notice of resignation shall be given.
6. Child rearing leave shall be regarded as unpaid leave. Seniority or pension rights shall not accrue during the period of this leave.
7. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if

necessary to fulfill the requirements for adoption, with notification given to the Board of Education.

2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

The Board will reimburse a 12-month salary exempt employee for dental care expenses incurred each year (July 1-June 30) by the employee and his/her spouse and dependents (until age 26). The maximum reimbursement for the 2024-2025 through 2028-2029 school years shall be **\$2,000**.

**A deductible of \$25 per individual, \$50 maximum per family, applies with respect to dental care expenses for the salary exempt employee's spouse and dependents.** Orthodontic expenses for the employee's spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the employee's spouse or dependents.

Dental care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for dental care benefits is received by the Business Office two weeks before the School Board meeting. For a part-time salary exempt employee or an employee leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Employees on unpaid leave of absence are not eligible during the period that they are on leave.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

The Board will reimburse a 12-month salary exempt employee up to a maximum of **\$500** per year (July 1-June 30) for vision care expenses incurred by the employee and his/her spouse and dependents (until age 26) during the 2024-2025 through 2028-2029 school years.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

## **HEALTH INSURANCE / HOSPITALIZATION BENEFITS**

A full-time employee has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

### **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

### **CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

### **DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

POS Plan – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

### **EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

<u>POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	13% of monthly Premium	13% of monthly premium	13% of monthly premium
<u>QHDHP-POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	\$46 monthly	\$73 monthly	\$105 monthly

### **INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

1. Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.
2. Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan

supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

**OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP- Plan

**BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription drug benefits will be as follows:

**2025-2029**

Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3-month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

**2025-2029**

Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

**WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$4,500 per year for 2025, 2026, 2027, 2028, and 2029 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the applicable working spouse surcharge.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

The employee and his/her spouse are both employed by the School District.

The employee's spouse is ineligible for health insurance coverage through his/her employer.

The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.

The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

#### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

#### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

#### **USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

#### **STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee assistance services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

#### **SECTION 125 PLAN**

The School District has implemented a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

#### **INCOME PROTECTION / LONG TERM DISABILITY**

After exhausting all accumulative sick days, eligible employees, with less than five calendar years tenure in the school district, will receive 66 2/3% of their base salary for a maximum of one year from date of disability. Eligible employees with five or more calendar years of experience as a member of the salary



exempt group in the school district at the time of becoming disabled, will receive 66 2/3% of their base salary for a maximum of two years from the date of disability.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Worker's Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to this policy) shall not exceed 66 2/3% of such employee's monthly salary. This provision does not apply to any private income protection policy an employee may carry at his/her own personal expense.

### **LIFE INSURANCE**

The Board shall provide term life insurance with accidental death and dismemberment benefit in the amount of \$40,000 to each eligible employee.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

### **OTHER BENEFITS**

#### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to salary exempt employees.

# **Lampeter-Strasburg School District**



## **SALARY EXEMPT COMPENSATION AND BENEFIT PLAN**

**10-Month**

**July 1, 2024**

**to**

**June 30, 2029**

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**SALARY EXEMPT COMPENSATION  
AND BENEFIT PLAN**

**10-Month**

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**SALARY EXEMPT COMPENSATION AND EVALUATION PLAN**

The District's compensation plan for salary exempt employees is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each salary range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The salary ranges shown below will serve as the basis for compensation and affect the setting of starting salaries of new employees as well as creating a ceiling for existing employees who reach the maximum value. The ranges of salaries shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

Any employee's salary that fell below the updated minimum salary (after applying the appropriate P value increase for the year) was moved to the updated minimum salary for the 2019-2020 school year.

If an employee's salary is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating.

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
3	Director of Food Services	59,481	71,377	83,273
6	Community Relations Coordinator	50,688	60,826	70,963
7	Athletic Trainer/Health Room Assistant	48,479	58,175	67,871
7	PAC Technician	48,479	58,175	67,871

Range	Position Title	2024-2025 Salary Range		
		MIN	MID	MAX
3	Director of Food Services	61,443	73,732	86,020
6	Community Relations Coordinator	52,361	62,833	73,305
7	Athletic Trainer/Health Room Assistant	50,079	60,095	70,111
7	PAC Technician	50,079	60,095	70,111

**PERFORMANCE EVALUATION PLAN**

The District has adopted a Salary Exempt Employee Performance Plan that is based upon four performance levels as applied to salary exempt Domains and Goals established annually by the Board of School Directors. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the salary exempt employee's achievement as measured on the Performance Summary Form will determine the salary exempt employee's salary increase for the following year. A Performance Increase Guideline is provided below.

Performance Level	Domains/Goals Performance
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

## **OTHER COMPENSATIONS**

### **RETIREMENT BENEFIT**

After 10 years of service in the School District, a 10-month salary exempt employee who retires (i.e. the employee both has qualified for at least the reduced early retirement penalty as of the date of termination of employment for purposes of PSERS and applies for and accepts benefits under PSERS effective as of the date of termination of his/her employment) will be paid an amount the lesser of a) years of service plus accumulated and unused sick leave days or b) the maximum amount of payment, as outlined below:

<u>School Year</u>	<u>Years of Service</u> A payment equal to the amount below times the number of years of PSERS credited service in the district:	plus	<u>Unused Sick Leave</u> A payment equal to the amount below times accumulated and unused sick leave days:	or	<u>Maximum Amount of Payment</u>
2024-25	\$500		\$60		\$25,000
2025-26	\$550		\$60		\$27,500
2026-27	\$600		\$75		\$30,000
2027-28	\$650		\$75		\$32,500
2028-29	\$685		\$75		\$35,000

The payment which is due to a retired salary exempt employee shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. In the event that the amounts to be deposited as an employer, non-elective contribution to the salary exempt employee's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the salary exempt employee's 403(b) account in subsequent year(s).

In addition to the benefit set forth above, after 10 years of service in the School District, a salary exempt employee who retires will be paid an amount equal to \$100 for each year of service with the School District. The payment shall be made into the salary exempt employee's Health Reimbursement Arrangement (HRA) created by the salary exempt employee under Sections 105 and 106 of the Internal Revenue Code.

All School District contributions into the 403(b) account and the HRA account shall be deposited into qualified accounts for each eligible employee. The plan vendor(s) shall be identified by the School District, with the consent of the Association, such consent shall not be unreasonably withheld. The Plan Vendor(s) shall be responsible for administering the 403(b) account and the HRA account.

The 403(b) account and the HRA account shall be established by the salary exempt employee prior to termination of employment. A salary exempt employee who fails to establish such account(s) will forfeit

the benefit(s). The salary exempt employee shall not have the option of receiving payment directly under this provision.

In order to qualify for this retirement benefit, notice of retirement must be submitted on or before March 1 of retiring year. If, after the notification date, an employee is the victim of a major physical or mental health problem, the notification date may be waived by the Board.

An employee who is entitled to the retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The employee's spouse, if covered at the time of the employee's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to employees who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the employee's retirement).

The employee shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

### **TAX SHELTERED ANNUITY**

The School District will continue to make available the tax sheltered annuity program for Salary Exempt Employees as in the past. The Board will select a broker to administer the program. Deductions shall be in multiples of \$10 per pay period. Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his/her discretion.

The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deductions or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of the deduction.

The School District will maintain only records of the employees participating in the program and the amount deducted per pay period.

### **TUITION REIMBURSEMENT**

Salary exempt employees are granted tuition reimbursement each year of up to the cost of 9 credits per year at Millersville University, Penn State University, Immaculata University, the University of Delaware, or Temple University, whichever is greatest. Either undergraduate or graduate courses are eligible for reimbursement as approved by the Superintendent. Reimbursement is dependent on satisfactory completion of course requirements with a grade of "B" or better and continuation of employment with the district for a period of six months following course completion. Salary exempt employees may request and receive prepayment of tuition expenses with the clear understanding that they must continue employment with the school district for one school semester following completion of course work for which tuition was prepaid. Failure to meet this criterion will result in tuition prepayment being deducted from final salary adjustments.

In the event that a Salary exempt employee is enrolled in a doctoral program and is required to register as a full-time student for an academic year or its equivalent to complete a residency requirement, the district will reimburse the Salary exempt employee for up to 18 credits for that one year only.

### **TRAVEL EXPENSE**

Salary exempt employees who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Salary exempt employees are expected to provide their own



transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

## **LEAVES OF ABSENCE**

### **PERSONAL LEAVE**

**A maximum of three (3) days per school year shall be allowed to any salary exempt staff member for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.

### **SICK LEAVE**

**Salary exempt employees will be granted one (1) day of sick leave/month to a maximum of ten (10) days/year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day

after the death. (An exception to the “consecutive calendar days” provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the “consecutive calendar days” provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law,

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

A salary exempt employee shall be granted leaves of absences without loss of income to serve on federal, state, or county jury duty when called to duty by legally constituted judicial authorities as provided by law. The salary exempt employee shall have the option of returning the per diem jury pay to the School District through payroll deduction or by cash.

### **FAMILY AND MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the salary exempt employee is entitled or which is granted to the employee.

### **CHILD REARING LEAVE**

Except as required under the Family and Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any employee in accordance with the following:

1. The employee shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for the remainder of the school year plus the following complete school year if the leave commences after the end of the first marking period or for the remainder of the school year if the leave commences prior to the end of the first marking period.
4. Upon return to employment, the employee shall be assigned to a position commensurate with their ability.
5. If the employee decides not to return to work at the expiration of the leave, a sixty (60) day notice of resignation shall be given.
6. Child rearing leave shall be regarded as unpaid leave. Seniority or pension rights shall not accrue during the period of this leave.
7. A female employee shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any employee requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the employee received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the employee prior to the beginning date of the leave. The maximum duration of such leave shall be for one (1) year.
3. Adoptive leave shall be regarded as unpaid leave.
4. Upon return to employment, the employee shall be assigned to any position for which the employee is qualified.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

The Board will reimburse a 10-month salary exempt employee for dental care expenses incurred each year (July 1-June 30) by the employee and his/her spouse and dependents (until age 26). The maximum reimbursement for the 2024-2025 through 2028-2029 school years shall be **\$2,000**.

**A deductible of \$25 per individual, \$50 maximum per family, applies with respect to dental care expenses for the salary exempt employee's spouse and dependents.** Orthodontic expenses for the employee's spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the employee's spouse or dependents.

Dental care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for dental care benefits is received by the Business Office two weeks before the School Board meeting. For a part-time salary exempt employee or an employee leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Employees on unpaid leave of absence are not eligible during the period that they are on leave.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

The Board will reimburse a 10-month salary exempt employee up to a maximum of **\$500** per year (July 1-June 30) for vision care expenses incurred by the employee and his/her spouse and dependents (until age 26) during the 2024-2025 through 2028-2029 school years.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **HEALTH INSURANCE/HOSPITALIZATION BENEFITS**

An employee has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

## **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

## **CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

## **DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

POS Plan – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

## **EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

<u>POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	13% of monthly premium	13% of monthly premium	13% of monthly premium
<u>QHDHP-POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	\$46 monthly	\$73 monthly	\$105 monthly

## **INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

1. Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.
2. Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely

manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

### **OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP-POS Plan.

### **BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription drug benefits will be as follows:

	<u>2025-2029</u>
Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3 month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

	<u>2025-2029</u>
Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

### **WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$4,500 per year for 2025, 2026, 2027, 2028, and 2029 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the applicable working spouse surcharge.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

- The employee and his/her spouse are both employed by the School District.
- The employee's spouse is ineligible for health insurance coverage through his/her employer.
- The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.
- The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

### **USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

### **STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee assistance services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

### **SECTION 125 PLAN**

The School District has implemented a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

### **INCOME PROTECTION / LONG TERM DISABILITY**

After exhausting all accumulative sick days, eligible employees, with less than five calendar years tenure in the school district, will receive 66 2/3% of their base salary for a maximum of one year from date of disability. Eligible employees with five or more calendar years of experience as a member of the salary exempt group in the school district at the time of becoming disabled, will receive 66 2/3% of their base salary for a maximum of two years from the date of disability.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Workers' Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to this policy) shall not exceed 66 2/3% of such employee's monthly salary. This provision does not apply to any private income protection policy an employee may carry at his/her own personal expense.

### **LIFE INSURANCE**

The Board shall provide term life insurance with accidental death and dismemberment benefit in the amount of \$40,000 to each eligible employee.

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

### **WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

### **OTHER BENEFITS**

#### **DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to salary exempt employees.

# **Lampeter-Strasburg School District**



## **ADMINISTRATIVE COMPENSATION AND BENEFIT PLAN**

**12-Month Position**

**July 1, 2024**

**to**

**June 30, 2029**



Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**ADMINISTRATIVE COMPENSATION  
AND BENEFIT PLAN**

**12-Month**

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**ADMINISTRATIVE COMPENSATION PLAN**

The District's compensation plan for administrators is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted in 2018 and updated salary ranges were developed which reflect competitive salaries in the labor market. Market districts most similar to Lampeter-Strasburg School District from Berks, Chester, Cumberland, Dauphin, Lancaster, and York Counties were included in the comparative analysis utilizing two measures (weighted average daily membership (WADM) and aid ratio) to determine similar districts. Each salary range includes a minimum (min), midpoint (mid) and maximum (max) based upon the labor market and the value and accountabilities for each position. The salary ranges shown below will serve as the basis for compensation and affect the setting of starting salaries of new administrators as well as creating a ceiling for existing administrators who reach the maximum value. The ranges of salaries shown below will be reviewed on an annual basis, with a recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA) annual market movement publication.

Any administrator's salary that fell below the updated minimum salary (after applying the appropriate P value increase for the year) was moved to the updated minimum salary for the 2019-2020 school year.

If an administrator's salary is at or above the max value of the range, their annual increase will be limited to two percent (2%), or 2% plus the difference of the P+ value minus the P value for the year if the employee receives an overall Distinguished rating

Range	Position Title	2023-2024 Salary Range		
		MIN	MID	MAX
3	High School Principal	110,683	132,820	154,956
4	Middle School Principal	99,780	119,736	139,692
5	Director of Technology	97,367	116,840	136,314
5	Elementary School Principal	97,367	116,840	136,314
5	Supervisor of Special Education	97,367	116,840	136,314
6	Assistant Principal	84,828	101,794	118,759
7	Assistant Business Manager	76,514	91,817	107,120

Range	Position Title	2024-2025 Salary Range		
		MIN	MID	MAX
3	High School Principal	114,336	137,203	160,070
4	Middle School Principal	103,073	123,687	144,302
5	Director of Technology	100,580	120,696	140,812
5	Elementary School Principal	100,580	120,696	140,812
5	Supervisor of Special Education	100,580	120,696	140,812
6	Assistant Principal	87,628	105,153	122,679
7	Assistant Business Manager	79,039	94,847	110,655

**PERFORMANCE EVALUATION PLAN**

The District has adopted an Administrative Performance Plan that is based upon four performance levels as applied to Administrative Domains and Goals established annually by the Board of School Directors. A copy of the Performance Summary Form along with an explanation of the form will be provided. Annual evaluations reflecting the administrator's achievement as measured on the Performance Summary Form will determine the administrator's salary increase for the following year. A Performance Increase Guideline is provided below.

<b>Performance Level</b>	<b>Domains/Goals Performance</b>
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**OTHER COMPENSATIONS****VACATION**

Administrators are expected to work all scheduled pupil and teacher in-service days, including days when school is closed for inclement weather or other emergencies, during the regular school year. Over the summer, Independence Day, the Friday before Labor Day, and Labor Day will be paid holidays. Each 12 month administrator shall become eligible for twenty (20) days paid vacation per year, beginning July 1 of the year that he/she begins employment in the district. Administrators who begin during the school year will be granted one day per month for the time remaining in the year prior to July 1. Vacations are to be taken over the summer months unless special consideration is granted for other times at the discretion of the Superintendent. All vacation days are to be cleared through the office of the Superintendent prior to such absences. At the discretion of the Superintendent, administrators may be asked to work, or may request permission to work, during school vacation periods. In such cases, compensatory time will be given for all such days worked at convenient times throughout the year. Administrators are not permitted to use Saturdays or Sundays for compensatory-time requests.

A maximum of ten (10) days of vacation may be carried over from year to year as of the last day of June of any school year. The maximum number of vacation days that an administrator could have, therefore, as of July 1 of any school year would be thirty (30) days. Unused vacation days over the maximum amount will be applied to and counted as available sick days.

The School District will not pay for vacation days upon termination of service. However, vacation days may be taken prior to the effective date of resignation. In cases where an administrator resigns prior to conclusion of the school year (June 30), he/she will be granted vacation days for that portion of the year worked at a pro rata rate for each complete month of service.

**RETIREMENT INCENTIVE**

Administrators desiring early retirement may meet with the Board on an individual basis to discuss specific proposals for an early retirement incentive.

**RETIREMENT BENEFIT**

Each administrator shall be provided with the following benefits upon retirement:

1. Severance pay equal to 25% of their fiscal year salary or the retirement benefit granted to members of the bargaining unit, whichever is greater, upon death or retirement.

1a. Administrators with at least ten (10) years of service with the District will receive severance pay and payment of unused sick leave as outlined below.

<u>School Year</u>	<u>Severance Pay</u> Equal to the following percentages of the administrator's fiscal year salary:	<u>Unused Sick Leave</u> A payment equal to the administrator's unused sick leave days times the amounts below:
2024-25	27%	\$75
2025-26	30%	\$75
2026-27	33%	\$90
2027-28	36%	\$90
2028-29	39%	\$90

2. A payment of \$5,000 for each year the retiring administrator is under the age of 65 up to a maximum payment of \$25,000 provided that the retiring administrator has, at retirement, at least 10 years of service with the School District.
3. A payment of \$100 for each year of service in the School District provided that the retiring administrator has, at retirement, at least 10 years of service with the School District.

The payments set forth above shall be subject to the following conditions:

1. The payments set forth in subparagraphs 1, 2 and 3 shall be deposited into a qualified §403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. In the event that the amounts to be deposited as an employer, non-elective contribution to the administrator's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the administrator's 403(b) account in subsequent year(s).
2. The payment set forth in subparagraph 4 shall be deposited into a Health Reimbursement Account created by the administrator under Sections 105 and 106 of the Internal Revenue Code.
3. All School District contributions into the 403(b) account and the HRA account shall be deposited into qualified accounts for each eligible employee. The plan vendor(s) shall be identified by the School District, with the consent of the Association, such consent shall not be unreasonably withheld. The Plan Vendor(s) shall be responsible for administering the 403(b) account and the HRA account.
4. The 403(b) account and HRA account shall be established by the administrator prior to termination of employment. An administrator who fails to establish such account(s) will forfeit the benefit(s). The administrator shall not have the option of receiving payment directly under this provision.

5. An administrator who is entitled to the retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The administrator's spouse, if covered at the time of the administrator's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to administrators who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the administrator's retirement).
6. The administrator shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

On retirement, the district will supply \$25,000 term life insurance coverage (A.D.D. not included) until the retiree reaches the age of 70. In addition, in accordance with our current agreement with the insurance carrier, at retirement, administrators who are age 55 or older with at least 20 years of service in the Lampeter-Strasburg School District, may continue in force other life insurance coverage until age 70 at the expense of the retiree.

### **TAX SHELTERED ANNUITY**

The School District will continue to make available the tax-sheltered annuity program for administrators as in the past. The Board will select a third-party administrator to administer the program. Administrators may elect deductions. The total amount of School District contributions is subject to 2% of the administrator's salary and the School District will match 25% of that amount. For example, if an administrator's salary is \$100,000, the School District contribution would be \$500 ( $\$100,000 \times 2\% = \$2,000 \times 25\% = \$500$ ). Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion.

The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deductions or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of the deduction.

### **TUITION REIMBURSEMENT**

Administrators are granted tuition reimbursement each year of up to the cost of 12 credits per year at Millersville University, Penn State University, Immaculata University, the University of Delaware, or Temple University, whichever is greatest. Either undergraduate or graduate courses are eligible for reimbursement as approved by the Superintendent. Reimbursement is dependent on satisfactory completion of course requirements with a grade of "B" or better and continuation of employment with the district for a period of six months following course completion. Administrators may request and receive prepayment of tuition expenses with the clear understanding that they must continue employment with the school district for one school semester following completion of course work for which tuition was prepaid. Failure to meet this criterion will result in tuition prepayment being deducted from final salary adjustments.

In the event that an administrator is enrolled in a doctoral program and is required to register as a full-time student for an academic year or its equivalent to complete a residency requirement, the district will reimburse the administrator for up to 18 credits for that one year only.

### **MEMBERSHIP DUES**

Administrators will be reimbursed up to a maximum of \$1,000.00 per school year for membership fees in professional organizations.

### **TRAVEL EXPENSE**

Administrators who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Administrators are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

### **LEAVES OF ABSENCE**

#### **PERSONAL LEAVE**

**A maximum of three (3) days per school year for personal use.** Personal days must be used in the fiscal year earned, and do not accumulate nor carry over to the next fiscal year.

#### **SICK LEAVE**

**Administrators will be granted one (1) day of sick leave/month to a maximum of twelve (12) days per school year.**

In any school year, whenever an employee is prevented by illness or accidental injury from following his/her occupation, the school district shall pay the said employee for each day of absence the full salary to which employee may be entitled as if said employee were actually engaged in the performance of duty. Such leave shall be accumulative from year to year. No employee's salary shall be paid if accidental injury is incurred while the employee is engaged in remunerative work not related to school duties.

The Board of School Directors or its designee may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform duties during the period of absence for which compensation is to be paid due to personal illness.

When an employee moves to a category that does not credit sick leave, previously accumulative sick leave may be used for the current work year.

When an employee resigns, accumulative sick leave is dropped and will not be restored should an employee return to employment.

#### **FAMILY ILLNESS SICK DAYS**

**Employees may use up to eight (8) days of their accumulated sick leave each fiscal year as family sick leave days subject to the following conditions:**

1. Sick leave days may be used for family illness only because of the illness of the employee's immediate family (see Bereavement Leave for definition of "immediate family").

#### **BEREAVEMENT LEAVE**

Whenever an employee is absent from duty due to the death of a family member, there shall be no deduction from the wages of said employee for an absence not in excess of days entitled.

Definitions:

**Immediate family:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.



All personnel shall be permitted paid bereavement leave for **immediate family** from time of death for a period of **seven (7) consecutive calendar days**, one day of which absence shall be the first day after the death. (An exception to the “consecutive calendar days” provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the “consecutive calendar days” provision been applied.)

**Near relative:** first cousin, grandparent, grandparent-in-law, grandchild, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

All personnel shall be permitted paid bereavement leave for **near relatives** on the day of the funeral.

### **JURY DUTY LEAVE**

An administrator shall be granted leaves of absences without loss of income to serve on federal, state, or county jury duty when called to duty by legally constituted judicial authorities as provided by law.

The administrator shall have the option of returning the per diem jury pay to the School District through payroll deduction or by cash.

### **FAMILY AND MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the administrator is entitled or which is granted to the administrator.

### **CHILD REARING LEAVE**

Except as required under the Family and Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any administrator in accordance with the following:

1. The administrator shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the administrator prior to the beginning date of the leave. The maximum duration of such leave shall be for the remainder of the school year plus the following complete school year if the leave commences after the end of the first marking period or for the remainder of the school year if the leave commences prior to the end of the first marking period.
4. Upon return to employment, the administrator shall be assigned to any position for which certification is held.
5. If the administrator decides not to return to work at the expiration of the leave, a sixty (60) day notice of resignation shall be given.
6. Child rearing leave shall be regarded as unpaid leave. Seniority or pension rights shall not accrue during the period of this leave.
7. A female administrator shall provide certification by her physician of her physical ability to resume her normal duties.

### **ADOPTIVE LEAVE**

Any administrator requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the administrator received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.
2. The duration of the leave shall be determined by the administrator prior to the beginning date of the leave. This maximum duration of such leave shall be for one (1) year.
3. Adopted leave shall be regarded as unpaid leave.
4. Upon return to employment, the administrator shall be assigned to any position for which the administrator is qualified.

### **UNPAID LEAVE**

Any administrator desiring to take an unpaid leave of absence shall submit to the Superintendent the purpose of such request and other information as requested. If such a request, in the opinion of the Superintendent and Board, merits a leave of absence without pay and benefits, such may be granted to the administrator. There shall be no appeal to the grievance procedure concerning the Superintendent's or Board's disapproval of the request. An unpaid leave of absence shall not normally exceed one year. Extensions of an unpaid leave of absence beyond this one year period shall be made solely at the discretion of the Board. The administrator shall be placed on the district salary schedule based on the actual number of credited years of experience by the district upon his or her return from leave. Such leave of absence shall not be recognized as a year of credited administrative experience for salary or seniority purposes. Upon return from leave, the administrator will be placed in a position within his or certification areas. No guarantee is given to return the administrator to the same position within his or her certification areas. No guarantee is given to return the administrator to the same position, assignment, or building.

### **SABBATICAL LEAVE**

Sabbatical leaves will be granted as provided by Act 16 of 1996, and Lampeter-Strasburg School District policy. With the approval of the Superintendent, every other year, for study in an area of educational administration, one administrator will be permitted a one semester sabbatical leave at half pay. Upon return to employment, the administrator shall continue service to the School District for at least two years. Failure to comply with this regulation will result in forfeiture of compensation paid on sabbatical on a prorated basis.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

The Board will reimburse an administrator for dental care expenses incurred each year (July 1 – June 30) by the administrator and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$2,700**.

**A deductible of \$25 per individual, \$50 maximum per family, applies with respect to dental care expenses for the administrator's spouse and dependents.** Orthodontic expenses for the administrator's spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the teacher's spouse or dependents.

Dental care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for dental care benefits are received by the Business office two weeks before the School Board meeting. For a part-time administrator or an administrator leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Administrators on unpaid leave of absence are not eligible during the period they are on leave.

**NOTE: All dental care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **VISION CARE**

The Board will reimburse an administrator for vision care expenses incurred each year (July 1 – June 30) by the administrator and his/her spouse and minor dependents (until age 26). For the 2024-2025 through 2028-2029 school years, the maximum reimbursement shall be **\$1,000**.

Vision care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for vision care benefits are received by the Business Office two weeks before the scheduled Board meeting. For a part-time administrator or an administrator leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Administrators on unpaid leave of absence are not eligible during the period they are on leave.

**NOTE: All vision care reimbursements for service dates prior to June 30, must be submitted by July 10 to the Business Office.**

### **ADMINISTRATIVE PHYSICALS**

The Lancaster General Hospital Physical Exam Program will be provided by the school district for administrative personnel in accordance with hospital recommendations. A physical exam may be provided annually for those who request it. It may include but is not limited to the following:

- History and Physical Exam
- Visual Screening - near and distant vision
- PA chest X-ray (1 view)
- Electrocardiogram
- Health Screen #5 (includes complete blood count, chemistry profile 20, cardiac risk profile, thyroid test)
- Urinalysis, complete
- Phlebotomy - blood collection charge
- Spirometry Screen
- Audiometric Threshold Test
- Hemoccult
- Colonoscopy (if recommended by physician at Lancaster General Hospital Occupational Medicine)
- Over 40 flexible protosigmoidoscopy performed by a Board Certified Gastroenterologist

Additional tests such as Treadmill Stress Test, Complete Pulmonary Function and Mammography are available.

With the approval of the Superintendent, individual administrators may have the examination performed by their personal physician as long as the stipulated examination requirements are met. Any costs incurred above the established fee of Lancaster General Hospital are the responsibility of the individual administrator.

### **HEALTH INSURANCE/HOSPITALIZATION BENEFITS**

A full-time employee has the option of selecting one of the medical/hospitalization plans made available by the District. Note that the existing PPO Plan will no longer be available as of January 1, 2020. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

#### **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a Qualified High Deductible Healthcare Plan QHDHP-POS Plan.

#### **CHOICE OF PLANS**

Each employee shall elect to be covered under either the POS Plan or the QHDHP-POS plan.

#### **DEDUCTIBLES AND HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

POS Plan – The POS plan provided by the School District is subject to a \$400 per employee and \$800 family annual in-network deductible and a \$800 per employee and \$1,600 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – The POS plan provided by the School District is subject to a \$2,000 per employee and \$4,000 family annual in-network deductible and a \$4,000 per employee and \$8,000 family annual deductible for out-of-network services for the 2025, 2026, 2027, 2028, and 2029 plan years.

QHDHP-POS Plan – School District Contribution to Employee Health Savings Account - The School District will contribute \$1,000 per employee and \$2,000 per family annually into the employee's Health Savings Account for the 2025, 2026, 2027, 2028, and 2029 plan years.

#### **EMPLOYEE CONTRIBUTIONS TO HEALTH BENEFIT PLANS**

An employee who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

<u>POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	13% of monthly premium	13% of monthly premium	13% of monthly premium
<u>QHDHP-POS Plan</u>			
<u>Year</u>	<u>Employee</u>	<u>Employee + 1</u>	<u>Family</u>
2025 – 2029	\$46 monthly	\$73 monthly	\$105 monthly

### **INITIAL ENROLLMENT**

Each new employee shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

1. Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e. change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the teacher or the teacher's dependent children.
2. Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all of the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable preexisting conditions limitations beginning with the date of his/her enrollment.

### **OPEN ENROLLMENT**

An employee may annually choose between the POS Plan or the QHDHP-POS Plan.

### **BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association. Prescription drug benefits will be as follows:

#### **2025-2029**

Generic (one month supply)	\$ 10
Formulary (one month supply)	\$ 30
Non-formulary (one month supply)	\$ 40
Specialty (one month supply)	\$100

Co-pays for mail order prescriptions (for a 3 month supply) shall be two times the applicable co-pay for one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Individuals who elect to receive benefits under the POS and QHDHP-POS medical/hospitalization coverages will be responsible for the following office visit co-pays:

#### **2025-2029**

Office Visit – Primary Care	\$ 25
Office Visit – Specialist	\$ 35
Office Visit – Chiropractor	\$ 35
Emergency Room	\$100
Urgent Care	\$ 35

### **WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$4,500 per year for 2025, 2026, 2027, 2028, and 2029 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the applicable working spouse surcharge.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

The employee and his/her spouse are both employed by the School District.

The employee's spouse is ineligible for health insurance coverage through his/her employer.

The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.

The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

### **SUMMARY PLAN DOCUMENT**

The benefits which are provided under each plan are summarized in booklets, which are available to each eligible employee.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial, exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance.

### **USE OF HEALTH CLINICS**

The district will continue to offer access to a health and wellness center (health clinic), originally established through Intermediate Unit 13. The availability of this benefit is contingent upon IU13's offering of the program, or another local provider with similar costs and benefits to IU13's offering.

### **STRUCTURED WELLNESS PROGRAM**

The district will offer a structured wellness program allowing up to two healthcare contribution holidays depending on the number of points earned through participation in a menu of wellness activities. The wellness program will be offered through 2029.

### **MISCELLANEOUS HEALTH AND WELLNESS BENEFIT**

The amount of \$1,500 per year shall be available to Administrators for the reimbursement of certain permitted healthcare and wellness expenses not covered by the School District's healthcare, Section 125, vision or dental plans. Eligible expenses are unreimbursed healthcare, dental and vision expenses, and gym (i.e. YMCA-like facility) membership fees. Healthcare, vision or dental plan premiums, co-pays and deductibles are not eligible for reimbursement under this benefit.

Amounts reimbursed through this benefit are taxable to the Administrator; applicable income taxes shall be withheld through payroll by the School District. The Administrator shall submit paid receipts for actual expenses incurred during July 1 through June 30 for each year of the agreement. Evidence of prior submission of expenses (i.e. Explanation of Benefits) to healthcare, Section 125, vision or dental plans may be requested by the Business Office for plan benefit coordination. This benefit is not cumulative, ceases at retirement or resignation and is prorated across the school year in the first year for new Administrators. Any future conflicts with IRS regulatory guidelines shall sever all or parts thereof of this section as required to conform.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee assistance services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

### **SECTION 125 PLAN**

The School District has implemented a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

### **INCOME PROTECTION / LONG TERM DISABILITY**

Administrators with less than five (5) calendar years administrative experience in the school district will receive 80% of their base salary for a maximum of one (1) year from the date of disability, after exhausting all accumulative sick leave. Administrators with five (5) or more calendar years of administrative experience in the school district at the time of disability will receive 80% of their base salary for a maximum of two (2) years from the date of disability after exhausting all accumulative sick leave.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Workers' Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to this policy) shall not exceed 80% of such administrator's monthly salary. This provision does not apply to any private income protection policy an administrator may carry at his/her own personal expense.

### **LIFE INSURANCE**

Each administrator will receive term life insurance coverage in the amount of two times his/her annual salary. (Administrators are required to pay federal withholding tax on employer-provided life insurance in excess of \$50,000.)

This is a group life policy with a convertible clause so that employees leaving employment with the District may convert to their own individual coverage if they so desire.

**WORKERS' COMPENSATION INSURANCE**

The Board of School Directors will provide payment for workers' compensation insurance coverage. This insurance covers job-related injuries incurred on the job while engaged in prescribed duties. Employees must report all accidents that happen at work to Company Nurse at 1-855-921-9510 using code LLPSIP and to their supervisor immediately after such occurrence. In the event of an emergency, employees should seek immediate emergency care first, then report to Company Nurse and their supervisor.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Business Office if you have any questions or concerns about how to report a work-related injury.

**OTHER BENEFITS**

**DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to administrators.





## Market Movement Announcement

With current hiring and retention challenges, establishing and maintaining competitive, market-based salary ranges is vital to a sound human resources strategy.

The 2023-24 market movement percentages for both administrators and support staff are now available:

Administrative – 3.3%

Support Staff – 3.3%

PSBA has posted an [article](#) to help you better understand how to use market movement to make salary decisions.

PSBA can help your district with your compensation concerns. If you are interested in updating your salary structure or learning more about the outstanding compensation services created exclusively for you, please visit our [website](#) or contact us:

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LAMPETER-STRASBURG SCHOOL DISTRICT  
Recommendation for adjustments utilizing the Pennsylvania School Board Association's (PSBA)  
Annual Market Movement Publication

SUPPORT STAFF								
		2023-2024 Hourly Rate Range			3.3%	2024-2025 Hourly Rate Range		
Range	Position Title	Min *	Mid	Max		Min *	Mid	Max
1	Range 1 Positions	22.11	26.54	30.95		22.84	27.41	31.98
2	Range 2 Positions	17.94	21.53	25.12		18.53	22.24	25.94
3	Range 3 Positions	16.88	20.26	23.63		17.44	20.93	24.42
4	Range 4 Positions	15.50	18.59	21.70		16.01	19.21	22.41
5	Range 5 Positions	15.50	18.59	21.70		16.01	19.21	22.41

\* - substitute hourly rate

SALARY EXEMPT 10-MONTH								
		2023-2024 Salary Range			3.3%	2024-2025 Salary Range		
Range	Position Title	Min	Mid	Max		Min	Mid	Max
3	Director of Food Services	59,481	71,377	83,273		61,443	73,732	86,020
6	Community Relations Coordinator	50,688	60,826	70,963		52,361	62,833	73,305
7	Athletic Trainer/Health Room Assistant	48,479	58,175	67,871		50,079	60,095	70,111
7	PAC Technician	48,479	58,175	67,871		50,079	60,095	70,111

SALARY EXEMPT 12-MONTH								
		2023-2024 Salary Range			3.3%	2024-2025 Salary Range		
Range	Position Title	Min	Mid	Max		Min	Mid	Max
1	Athletic Director	82,403	98,884	115,364		85,123	102,147	119,172
2	Buildings & Grounds Director	76,660	91,992	107,324		79,190	95,028	110,866
3	Network Systems Administrator	71,381	85,657	99,933		73,737	88,484	103,232
4	School Age Child Care Director	61,287	73,544	85,802		63,309	75,971	88,633
5	Transportation Coordinator	58,754	70,505	82,256		60,693	72,832	84,970
6	Application Support Specialist	50,688	60,825	70,963		52,360	62,832	73,304
6	Admin. Assistant to the Superintendent	50,688	60,825	70,963		52,360	62,832	73,304

ADMINISTRATIVE								
		2023-2024 Salary Range			3.3%	2024-2025 Salary Range		
Range	Position Title	Min	Mid	Max		Min	Mid	Max
3	High School Principal	110,683	132,820	154,956		114,336	137,203	160,070
4	Middle School Principal	99,780	119,736	139,692		103,073	123,687	144,302
5	Director of Technology	97,367	116,840	136,314		100,580	120,696	140,812
5	Elementary School Principal	97,367	116,840	136,314		100,580	120,696	140,812
5	Supervisor of Special Education	97,367	116,840	136,314		100,580	120,696	140,812
6	Assistant Principal	84,828	101,794	118,759		87,628	105,153	122,679
7	Assistant Business Manager	76,514	91,817	107,120		79,039	94,847	110,655



# 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: \_\_\_\_\_

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