

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda
November 20, 2023
6:30 p.m.

1. Feasibility Study / Long Range Planning
 - a. Early Childhood Center Update
 - i. McCarty & Son Change Order EC # 7 Not to Exceed: \$17,225 Add: Time and Materials for fire/smoke dampers
 - ii. Frey Lutz Change Order MC # 2 Not to Exceed: \$8,000 Add: Time and Materials for fire/smoke dampers
 - b. Critical Capital Projects Update
 - c. Martin Meylin Middle School comprehensive renovations
 - d. Strasburg Elementary – Court Approved Sale October 26, 2023
2. Campus and Building Updates
3. Policy Review (710 and 713)
4. Items from the group

Feasibility Study Recommendations							
	Est. Nov. 2022					Actual	
	Low	High	Design Start Date	Constr. Start Date	Cost	Completion Date	
<i>Revised Traffic Flow - Campus</i>	25,000	50,000			< \$3,500	Aug 2020	
New Early Childhood/K Center	18,200,000	18,200,000	July 2020	Sept 2022			
Critical Capital Projects	4,700,000	4,700,000					
Martin Meylin MS Renovations	39,800,000	43,200,000	Dec 2022	Jan 2024			
Hans Herr Elem. Renovations	26,800,000	29,100,000	Oct 2024	Oct 2025			
<i>Sidewalk water tower to stadium</i>	100,000	125,000					
L-S High School Renovations	12,800,000	15,700,000	Oct 2026	June 2027			
Lampeter Elem. Renovations	2,800,000	3,400,000	Mar 2028	Oct 2028			
Stadium Field House (new)	4,100,000	4,600,000	Jan 2030	June 2030			
District Admin. Renovations	904,000	1,200,000	Jan 2030	June 2030			
<i>Enlarged Parking at Admin.</i>	370,000	480,000	Jan 2030	June 2030			
District Maint. Bldg Renovations	1,700,000	2,000,000	Jan 2030	June 2030			
<i>Campus Fiber Distribution</i>	882,000	1,175,000	Jan 2030	June 2030			
	113,181,000	123,930,000					
Total of projects in orig. financing plan	111,804,000	122,100,000					
Average	116,952,000						
<i>Strasburg Elementary - decision</i>							
<i>Walnut Run - decision</i>							

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Active
Adopted	May 6, 2019

Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

The Board prohibits the use of school facilities for personal gain. Staff members are prohibited from using any school facility or school-owned equipment to support any outside paid activity in which they may be involved.

Guidelines

District facilities and equipment shall be available for staff use only if such use is in accordance with provisions of an applicable collective bargaining agreement or such use is clearly within the authorization granted in Board policy.[1][2]

Delegation of Responsibility

Building principals shall be responsible for the enforcement of this policy within their respective schools.

Legal

1. Pol. 707
 2. Pol. 708
- 24 P.S. 510

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

710-AR-0. USE OF FACILITIES/EQUIPMENT BY STAFF

The district specifically prohibits personal use by staff of district telephones, materials, tools, supplies, equipment, facilities and vehicles, unless approval has been granted in advance by the building principal.

Staff members who bring personal property into the school building and onto district property do so at their own risk. The district is not responsible for the theft or damage of personal property of employees.

Mail Service

A mail service system will be maintained within the district so that communications from inside and outside the district can be delivered to the intended recipient in the most practicable manner.

Use of district mail facilities and staff will be restricted mainly to the distribution of communications and materials that further the educational purposes of the district. The Superintendent or designee may authorize exceptions.

For the convenience of staff, mail boxes are provided for teachers and other assigned employees in each building office. Mail should be retrieved on a daily basis.

Political materials and literature will not be distributed through the mail service system or placed in school mail boxes, unless received through the United States Postal Service. Use of the mail system by employees shall be in compliance with applicable collective bargaining agreements.

Telephone Calls

Staff members who need to use the school telephone should attempt to make calls prior to the morning start and after school.

Only in an emergency will a staff member be called to accept a call. Staff will be informed of other telephone calls through other means, such as a note in the mail box or personal notice.

Bulletin Boards

The district will provide bulletin boards in faculty lounges for use by individual employees and employee associations.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

710-AR-1. USE OF DISTRICT VEHICLES

The district is concerned about employee safety relative to the use of district vehicles and the use of personal vehicles by employees for school district business. The following rules and procedures will assist in reducing the incidents of automobile-related accidents, injuries and costs and in maintaining the district's ability to obtain insurance coverage.

The Business Manager or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative regulations governing the operation of district vehicles and personal vehicles for district business. All employees assigned to transportation duties or duties requiring the use of a district vehicle shall be required to complete annually a Confidential Driver Information Form. The Confidential Driver Information Form will contain confidential information that will be disclosed only to those individuals within the Lampeter-Strasburg School District who have a need to know.

The Business Manager or designee is responsible for determining when an employee is not able to operate a district vehicle and can prohibit that employee from operating a district vehicle, after consultation with the employee's supervisor.

Employees who operate a district vehicle and who operate a personal vehicle on district business have inherent responsibility to care for the vehicles in their charge, obey all state and local traffic laws, continuously observe safe and courteous driving practices, and adhere to established district administrative regulations.

Each employee is responsible for all traffic citations and parking tickets issued by a law enforcement officer. The employee must report receiving the citation or ticket to his/her immediate supervisor. If it is reported that an employee is speeding in a district vehicle, and it is reasonably confirmed through investigation, or if an employee receives a moving citation while driving a district vehicle, or is the cause of a motor vehicle accident while driving a district vehicle, the employee will be suspended from driving district vehicles, the length of suspension determined by the severity of the incident. If an employee is the cause of a motor vehicle accident while driving a district vehicle, the employee shall immediately be subjected to a drug and alcohol screening.

An employee operating a district vehicle is required to:

1. Possess and carry a valid driver's license and vehicle registration while operating a vehicle.
2. Conduct pre-operation inspections.

3. Be responsible for the security of the vehicle.
4. Report problems, malfunctions or needed repairs.
5. Report accidents and damages.
6. Not operate a vehicle in unsafe conditions that may cause damage to the vehicle.
7. Be free of and not possess any controlled substances, including unprescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.

An employee operating a district vehicle will be informed about the established administrative regulations and will acknowledge the conditions for operation of a district vehicle by signing the Vehicle Use Form.

Employees Operating Personal Vehicle On District Business

The district does not provide insurance coverage for damage to personal vehicles when being operated for district business. This coverage is the responsibility of the employee. Approved and paid mileage reimbursement anticipates the cost of vehicle insurance, deductibles, wear and tear, etc.; therefore, these costs and expenses are the responsibility of the employee.

Employees who drive a personal vehicle on district business must provide to the district a certificate of insurance with limits of liability of at least \$500,000 Combined Single Limit.

The district does provide excess liability coverage for the district and for the employee while acting in the course and scope of employment.

Personal Use

An employee operating a district vehicle for personal use will reimburse the district for such use. If reimbursement is not provided to the district by the employee, the district will consider such use a taxable fringe benefit.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

710-AR-2. VEHICLE USE FORM

I agree that I have inherent responsibilities for the safe operation, care, and security of the vehicle entrusted to me. I accept those responsibilities and agree to obey all state and local traffic laws and comply with the established administrative regulations which I have read and understand. I will report any accidents or violations immediately to my supervisor. Further, I will operate my vehicle in a safe and courteous manner.

I understand that abiding by this agreement is a condition of my employment, and any violation will result in disciplinary action up to and including termination of my employment.

In addition, if I am a driver of my own vehicle used on district business, I agree to provide a certificate of insurance with limits of liability of at least \$500,000 Combined Single Limit.

Employee's Name (printed)

Employee's Signature

Date

Book	Policy Manual
Section	700 Property
Title	Vandalism
Code	713
Status	Active
Adopted	May 6, 2019

Purpose

The Board views vandalism against school property as reprehensible. Given the needless expense of such destruction and the additional financial burden such behavior places on the taxpayer, the Board strongly supports the prosecution of those individuals involved in the defacing, injuring or destruction of school property as provided by state law.[\[1\]](#)

Authority

In an effort to encourage prosecution of vandals, the Board, at its discretion, shall provide for rewards up to an established amount to any individual who supplies information which aids in the conviction of violators.[\[1\]](#)

Legal

1. 24 P.S. 777