

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

April 2, 2024

A G E N D A

Meeting Called to Order

Pledge of Allegiance

Introduction of Guests

Opportunity for Public Comment regarding Agenda Items

Approval of Minutes of Previous Meetings

Communications and Recognition

Treasurer's Report – Mr. Keith A. Stoltzfus

Academic Committee – Mr. Matthew E. Parido, Chairperson

Buildings and Grounds Committee – Mr. Andrew L. Welk, Chairperson

Board of Review Committee – Mrs. Melissa S. Herr, Chairperson

Finance Committee – Mr. Dustin D. Knarr, Chairperson

Personnel Committee – Mrs. Suzanne S. Knowles, Chairperson

Federal Programs – Dr. Andrew M. Godfrey, Representative

Liaison Reports

Student Representatives – Miss Lauren Livengood, Mr. Truman Horst

Superintendent's Report

Old Business

New Business

Opportunity for Public Comment

Adjournment

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

April 2, 2024

LAMPETER-STRASBURG HIGH SCHOOL – Dr. Benjamin J. Feeney, Principal

A. ATHLETICS

Winter Sports Results

Sport	V	JV	JHV	JHJV	JH7
Basketball – B	16-08-00	17-01-00	13-03-00	09-05-00	09-06-00
Basketball – G	09-14-00	14-04-00			----
Bowling	71-13-00	----	----	----	----
Swimming - B	03-05-00	----	----	----	----
Swimming - G	05-03-00	----	----	----	----
Wrestling	04-13-00	----	09-10-01	----	----
Total:	108-56-00	31-05-00	22-13-01	09-05-00	09-06-00

Grand Total: 179-85-01

Winning Percentage: 68%

Basketball (B)

- L-L League Section 2 Champions and #7 out of 29 schools in District 3 5A.
- Qualified for the first round of the District 3 Basketball Championships as the #7 seed (lost to #10 Exeter).
- Chase Smucker: L-L League Section 3 Co-Player of the Year, Section 3 1st Team All-Star.
- Coach Ed Berryman: L-L League Section 3 Coach of the Year.
- Yasin Abdi: L-L League Section 3 Co-Defensive Player of the Year.
- Justin Glick: L-L League Section 3 2nd Team All-Star.

Basketball (G)

- Finished 5th in L-L League Section 3 and #13 out of 29 schools in District 3 5A.
- Qualified for the first round of the District 3 Basketball Championships as the #13 seed (lost to #4 West York).
- Kelsey McTaggart: L-L League 2nd Team All-Star.
- Sophia Knarr: L-L League All-Defensive Team.

Bowling

- L-L Section 3 Champions (2nd year in a row)
- Qualified for the L-L Team and Regional playoffs.
- Ethan Snyder, Maddux Harsh, Nick Bukowski, Adam Miller, and Jack Ross: L-L Boys Singles Qualifiers.
- Maddux Harsh and Nick Bukowski: Regional Qualifiers.
- Maddux Harsh: District 3 Qualifier.
- Katie Pope: L-L Girls Singles, Districts, and Regional Qualifier.
- Maddux Harsh and Katie Pope: L-L League Section 3 All-Stars.

Swimming

- L-L League Championship Meet – Girls placed 6th overall, Boys placed 9th overall.
- District 3 Qualifiers: Liliana Bacon, Rachael Mann, Addie Rodriguez, Claire Eckert, Jocelyn Wolff, Lilah Schwartz, Maddy Juba, Zara Paisley, Kylie Gerhardt, Christian Rota, Matthew Rota, Nicholas Capoferri, Adam Zook.
- PIAA State Qualifiers: Lilah Schwartz, Maddy Juba, Zara Paisley, Kylie Gerhardt, and Claire Eckert (alternate).

Wrestling

- Finished 7th in L-L League Section 2 and #13 out of 29 schools in District 3 5A.
- Colin Shelley: L-L League Section 2 All-Star, L-L League 5th place, District 3 Qualifier.
- L-L League Academic All Stars: Charlie Creighton, Brock Daniels, Rex Giberson, Jake Herr, Eli Izquieta, Justice Lugo, Robbie Reed, Oliver Rivera, Collin Shelley, Harry Skiles, Jai Steberger, Mitchell Swarr.

B. ASIAN CULTURES CLUB

In March, we helped facilitate crafts at the Lampeter Elementary International Night as well as oversaw a coloring page table for Mini-Thon.

C. CLASS OF 2024

The Class of 2024 hosted a blood drive with LGH/Penn Medicine. We had over 76 students sign up to give blood. We collected 70 pints of blood. The class officers collected sign-ups and provided lunch to the nurses who worked at the blood drive.

D. GUIDANCE

On March 19th, 10 students participated in a Lancaster Chamber Discovering Paths Mentoring Program event at Spooky Nook. Students participated in interactive sessions about networking and interviewing skills. Students also had the opportunity to meet with employers across the county to learn more about career opportunities.

MARTIN MEYLIN MIDDLE SCHOOL – Mrs. Alicia C. Kowitz, Principal

A. STUDENTS OF THE MONTH

March Students of the Month were selected in the category D - Dedicated To. The students chosen display dedication, are goal oriented, always putting forth maximum effort, resilient, persevere through difficult tasks rather than giving up, and explore and pursue interests and abilities.

Technology Education - Mr. Neumann - Colleen McCachren 7A
German - Dr. Mencarini - Nicholas Haldeman 6A
Spanish - Mrs. Mier - Lillian Nardella 6A
Art - Mr. Leone - Alexandria Woodworth 6B
Health - Mrs. Diffendarfer - Kelinnson Vasquez Garcia 7B
Physical Education - Mrs. Beard - Morninglory Maule 7B
Physical Education -Mr. Heeter - Chance Parrish 6B
Music - Mr. Gibson - Carter Adams 6B
Band - Mr. Royer - Avery Denlinger 8A
Orchestra - Mr. Shaubach - Millie Ambrose 6B

B. MARTIN MEYLIN PRIDE TICKETS AND ACTIVITIES

Students have continued to earn PRIDE tickets for showing a positive attitude, responsible behavior, inclusivity, and respect at Martin Meylin. These tickets were placed in drawing boxes in which students earn prizes. In the weeks when drawings did not occur, the student council has been running the PRIDE School Store with supervision from teachers on lunch duty. Students use earned PRIDE tickets to purchase items such as headphones, fidgets, Moshi Squishes, keychains, friendship bracelets, water bottle stickers, candy, gum, and more.

On February 9th, eight lucky students in each grade were selected and received heart shaped glasses to wear at Martin Meylin Valentine's dance that evening. On February 23rd, two students per grade won gift cards to Sheetz. There was also a special drawing on February 23rd in which one student was chosen to be the "Principal for the Day." This student earned the opportunity to shadow our principals on March 8.

Our "Principal for the Day" also had the honor of pulling ticket winners at lunch. The two winners per grade were given the opportunity to "Pie the Principals" on Pi day (3/14), during a school-wide assembly. Another drawing that month, on March 22, included a gift card to McDonalds as the students were encouraged to get a Shamrock Shake for St. Patrick's Day.

Additionally, each month one student from the building was drawn for another 'special drawing.' These students had the opportunity to choose the bell song at the beginning and end of the school day.

C. MATHCOUNTS COMPETITION

A record number of students, 17, learned strategies to solve challenging math problems for over two months by participating in the after-school MathCounts program.

Martin Meylin held its own competition on February 20th with all 17 participating. In that competition, Elliot DeBruin placed first.

On February 24th, eleven of these students competed in the 41st regional MathCounts competition at Millersville University. In a field of 20 teams, Martin Meylin's team of Elliot DeBruin (8th), Robby Guy(7th), Ben Rimert (8th) and Jack Sutherland took the third place team trophy.

Along with the team, 7 others competed as individuals: Cole Schneider (8th), Karl Sy (8th), Jacky Yang (8th), Rudra Patel(7th), Andrew Rimert(7th), Sebastian Manley (6th) and Simon DeBruin(6th).

In the individual competition of 155 students from four counties, the following students were award winners:

Elliot DeBruin: 20th
Ben Rimert :13th
Jack Sutherland :12th

Robby Guy began in 8th and edged out competitors in the countdown round to finish 4th place overall. Robby earned a ticket to the state competition in Harrisburg to be held later this month.

Congratulations and thank you to all the Mathletes!

D. ODYSSEY OF THE MIND

The Martin Meylin Middle School Odyssey of the Mind team competed at Millersville University on Saturday, March 2, 2024. They chose a Long-Term problem called "Rocking World Detour" where they were required to present a rock band on tour that is sucked into an alternative universe, and they must explain how they are returned to their own universe. They were graded on their set, costumes, make-up and hairstyles, in addition to creating and performing an original song, including a team-created instrument. The team called their band Fork in Outlet, and their team-created instrument was a giant fork that produced electronic simulated sounds.

Another part of the OM competition is Spontaneous where teams walk into a room and solve a problem they have never seen before. While they do practice spontaneous problems beforehand using old problems from previous competitions, the problem they solved on March 2 is very hush-hush until after the Worlds competition in May. One slip on social media and someone on another team will have a distinct advantage since they use the same problem world-wide.

Odyssey of the Mind bills itself as "hands-on for kids, hands-off for adults", and these students were focused and creative. Returning participants this year were Claire Nafziger (8), Ella Garcia (7) and Aubrey Hikes (7) and new team members were Emma Cowan (7), Jenna Stauffer (7) and Avery Kalasinsky (6). This year, they came in fourth in Long-Term, tied for third in Spontaneous, came in second for Style and placed third overall. Usually only first and second place teams go on to States, but this year, the team was also awarded a trip to States by the judges, which will take place at Pocono Mt. East High School on Saturday, April 6, 2024. I'm very proud of the job that they did, and I have high hopes for them at States! Special thanks go to our judges, LouAnn Gmuca, Joy Derck and Joe Mencarini (Herr M.). Herr M. and LouAnn Gmuca will be joining the team at States. – Thank you! Mrs. Tracey Harber.

E. MARTIN MEYLIN PTO DODGEBALL TOURNAMENT

Martin Meylin students and staff were all given the opportunity to register a team for our PTO Dodgeball Tournament that was held on March 8th in the Martin Meylin Gyms. There were 24 open slots and we had 17 teams sign up. In order to compete, each of the team members had to turn in a permission slip and \$5. The money raised went directly to the Martin Meylin PTO. Each team could consist of no more than ten players, which included a team captain. Teams were then divided into pool play where they would compete for the opportunity to play in the final round. The winning team not only earned bragging rights but would also have their names added to the Martin Meylin Dodgeball trophy. Congratulations to our winning team which consisted of the following students - Brody Bohannon, Landon Bohannon, Lucy Boyd, Blake Ciliento, Bethany Cummings, Alex King, Luke Moyer, Reid Shultz, Norah Steffy and Elaina Strange!

F. UPCOMING EVENTS

April 26 - 8th Grade Social - 6:00 p.m. - 8:30 p.m.
May 2 - Burrowes Scholars 7pm - 9pm

G. MARTIN MEYLIN TESTING DATES

April 24, 25, & 26	ELA - Grades 6th, 7th, & 8th (approximately 7:35 a.m. - 10:00 a.m.)
April 30 & May 1	Math - Grades 6th, 7th, & 8th (approximately 7:35 a.m. - 10:00 a.m.)
May 2	Science - Grade 8 only (approximately 7:35 a.m. - 12:00 p.m.)
May 15 & 16	Keystone - Grade 8 Algebra only (approximately 7:35 a.m. - 10:00 a.m.)
Make-Up Testing	Days/weeks immediately following testing windows

HANS HERR ELEMENTARY SCHOOL – Dr. Jeffrey T. Smecker, Principal

A. HANS HERR ELEMENTARY SCHOOL PTO CONTINUES TO SUPPORT STUDENTS & STAFF

The Hans Herr PTO provided a special treat to the Hans Herr Elementary School staff and to all of the bus drivers by providing delicious sticky buns from Mr. Sticky's Bakery! The Hans Herr Elementary School staff had the opportunity to spend some time with one another before school enjoying hot drinks along with their special treat from the PTO. The staff is truly appreciative of the thoughtfulness of the PTO!

On Friday, March 8, the Hans Herr PTO sponsored our 3rd Annual Bingo Night! This event has grown every year since it began. We had a packed house of Hans Herr families to enjoy a fun filled evening! Families donated amazing prizes for the kids! All the proceeds from the concessions were donated to the Ryan Smith Relentless Foundation! I want to thank all the Hans Herr families who were in attendance, the Hans Herr PTO and custodial crew for making this event so successful!!

B. TROUT IN THE CLASSROOM UPDATE

Fifth grade classes continue to learn about the life cycle of a trout and deepen their understanding of the importance of protecting our local waterways. The eggs have hatched and the rainbow trout fry have now entered the main tanks! They are well on their way to becoming fingerlings. We are currently working on a release date in May. The fingerling trout will be released into the Big Beaver Creek. This has been an outstanding learning experience for our students! Special thanks to Jeff Nolt, Dan Colvin, Shannon Freedland, Janelle Konkle and Laurel Perry for their involvement in the truly amazing program!

C. JUMP ROPE FOR HEART

Did you know that February was American Heart Month? Hans Herr students had the opportunity to participate in the American Heart Association's "Kids Heart Challenge" when they jumped rope in Phys. Ed. class. This was our school's 26th year of participation. By participating, our students helped our community fight America's No. 1 and No. 3 killers—Heart Disease and Stroke! When students participated in the fundraising portion, they asked family members and friends for support. Students had the chance to earn prizes and gifts based on the amount of donations that they raised-- but the best gift is knowing that they helped people live longer, healthier lives.

D. CIRCLE THE WAGONS

What does "Circle the Wagons" mean? When the pioneers were traveling across our country in covered wagons, they would form a circle when they stopped for the night. This provided protection to the pioneers, but it also created a place that allowed them to build community. They would gather, cook, and eat together within the circle of wagons. They would have community meetings to make important decisions and enjoy community life together.

Our third grade team has taken this idea of circling the wagons and adapted it to prosocial skills development for their grade level. Throughout the year, the entire third grade class gets together in the cafeteria where they form a circle around their "community campfire." They celebrate, give out awards, learn lessons, and build a community.

Some of the monthly lessons include having a positive mindset, team building, the power of "yet," perseverance, pursuing excellence, developing grit, using kind words, and treating others well. Teachers take turns leading lessons. Some even dress up as the characters Sir Speedy (JoCarole Dodson), Mr. Fixed Mindset (Jim Stutzman), and the Yeti Knight (Alicia Miller) and put on a skit that teaches the lessons of a growth mindset. At the meetings, each teacher gives a spirit award and a grit award. The spirit award honors a student whose behavior, work ethic, and mindset exemplify the true spirit of the Circle the Wagons program. The grit award goes to a student in each class who always tries their best and never gives up, just like the pioneers.

LAMPETER ELEMENTARY SCHOOL – Dr. Michele B. Westphal, Principal

A. LAMPETER ELEMENTARY SCHOOL STUDENTS CELEBRATE READ ACROSS AMERICA

The month of March started with a celebration of Read Across America on March 1st. The staff and students at Lampeter Elementary School kicked off a celebration of reading with a variety of literacy-related activities. The PTO coordinated activities for all of the classes by recognizing the works of four different authors on this day with a movement station, games station, craft and mystery reader. All the students and staff enjoyed the celebration of reading.

B. KINDERGARTEN EXPO

The second annual Kindergarten Expo was held on March 12th for the families of students who will be entering kindergarten for the 24-25 school year. Stations representing various elements of the kindergarten enrollment and readiness process were set up around the Lampeter Elementary cafeteria. Families were able to begin their online enrollments, complete enrollments by getting documents scanned and uploaded, and visit with the school nurse, the SACC director, and the school social worker. Information was also available for families to learn more about the Pre-K Counts program at L-S, the Strasburg-Heisler public library programs, and the additional transition events that we have planned for all incoming kindergarten students. The expo allowed families to receive the information that they needed, while introducing them to the kindergarten program. Everyone is looking forward to the transition events that will occur in the summer as we open the new Early Childhood Center.

C. SECOND GRADE INTERNATIONAL NIGHT

Second grade International Night was held on March 19th. The second grade students who chose to present a country created a display board, table display and tasty treat to represent the country that had been studied. All of the displays were set up around the Lampeter Elementary School cafeteria, and families and friends of second graders were able to view all of the displays to learn about the countries. Throughout the evening, second graders and their families were able to watch an Irish dance troupe, make artwork with students from the High School Asian Cultures Club, and even get a Henna tattoo. Everyone in attendance enjoyed getting to celebrate the work of the second grade students who participated, and learn new information about countries around the world.

D. ALL SCHOOL ASSEMBLY

The annual all school assembly, sponsored by the LE PTO was held on March 20th. This year's assembly was titled: Books! The Magic is Real! The students were entertained by Joe Romano as he dazzled them with magic tricks that were connected to various, popular children's literature. The assembly provided the students with learning experiences that cannot be created in the classroom, and the joy on everyone's face demonstrated the fun that can be had with these experiences, too. The students and staff are truly grateful that all of the Lampeter families provide such amazing support to make the assemblies happen each school year.

INFORMATION TECHNOLOGY DEPARTMENT – Mr. William E. Griscom, Jr., Technology Director

A. PARENTSQUARE

Building principals, Mr. Griscom, Mrs. Wolgemuth, Mrs. Risser, and Mrs. Harnish convened with ParentSquare for a product demonstration of their school-to-home communication platform. The presentation highlighted features designed to improve parent engagement, streamline communication, and enhance school safety. Following the demo, principals expressed interest in the ability to meet families where they are in different communication mediums, including an app, SMS, email, etc. and requested further information on pricing and implementation options.

B. POWERSCHOOL ENHANCEMENTS

We're excited to announce that Mrs. Wolgemuth is taking the lead on rolling out PowerSchool's enhanced user interface. This revamped interface is designed to streamline daily tasks and improve the overall user experience for both staff and users. Mrs. Wolgemuth has been instrumental in guiding the District through the implementation process and providing training and support throughout the rollout. We anticipate significant improvements in areas such as navigation, data visualization, and access to key functionalities. We anticipate that all users will be on the new interface by the end of April, well in advance of the July 1 deadline from PowerSchool.

C. MARTIN MEYLIN BUILDING REVIEW

During a meeting with B&B Integrations, Mr. Griscom discussed the proposed audio-visual (AV) setups for the renovated Martin Meylin Middle School. The focus was on ensuring the AV systems met the specific needs of the school's programming and faculty/staff use. Mr. Griscom presented B&B Integrations with details on the various classrooms and learning spaces, highlighting special requirements like projector screen size, sound system capabilities, and integrated technology for interactive displays. The discussion covered B&B Integrations' proposed solutions and their alignment with the school's needs. Mr. Griscom requested further information, as well as customization options in unique spaces, such as the cafeteria, choral room, and band room. Both B&B and the District left with a few outstanding items requiring input from others.

FOR BOARD ACTION

PERSONNEL COMMITTEE

1. RECOMMENDATION FOR APPROVAL OF CHANGE OF STATUS

Recommend the approval of a change of status for the following individuals:

- a. Alicia M. Garcia, Learning Support Teacher, Hans Herr Elementary School. Ms. Garcia will become a kindergarten learning support teacher at the Early Childhood Center effective July 1, 2024. Her annual compensation will be \$77,064 based upon Step 6, Level M of the District compensation agreement.
- b. Deborah K. Long, kitchen helper, Martin Meylin Middle School. Ms. Long will become assistant kitchen manager at Martin Meylin Middle School retroactively effective to March 26, 2024. She will become a category C support employee and will be compensated \$16.20 per hour.
- c. Theodore E. Wingenroth, special education teacher assistant and van driver, Hans Herr Elementary School. Mr. Wingenroth has resigned as special education teacher assistant at Hans Herr Elementary School retroactively effective to March 18, 2024. He will remain employed as a van driver for the District. He will become a category D support employee with no change in compensation.

2. RECOMMENDATION FOR APPROVAL OF ADDITIONAL ASSIGNMENT

Recommend the approval of an additional assignment for Lyndsey M. Keener, itinerant autistic support teacher (50%), Hans Herr Elementary School. Ms. Keener will have the additional assignment of three hours per day as extended substitute special education teacher at Hans Herr Elementary School retroactively effective to March 18, 2024, through on or about March 27, 2024. Ms. Keener will be paid an hourly rate of \$53.24 for this assignment.

3. RECOMMENDATION FOR APPROVAL OF LEAVES OF ABSENCE

Recommend the approval of a leave of absence for the following individuals:

- a. Christine M. Brenchley, assistant kitchen manager, Hans Herr Elementary School, retroactively effective to March 26, 2024, through on or about May 7, 2024.
- b. Emily N. Burkhart, English language arts teacher, Martin Meylin Middle School, effective on or about August 16, 2024, through the end of the 24-25 school year.
- c. Carol W. Florig, SACC group supervisor, Hans Herr Elementary School, retroactively effective to February 27, 2024, through on or about April 9, 2024.
- d. Erica N. Musser, special education teacher, Hans Herr Elementary School, retroactively effective to March 18, 2024, through on or about March 27, 2024.
- e. Victor J. Ridenour, speech teacher, Martin Meylin Middle School, retroactively effective to March 4, 2024, through on or about April 1, 2024.

4. RECOMMENDATION FOR APPROVAL OF CHANGE TO SUPPLEMENTAL CONTRACTS

Recommend the approval of an addition to 2023-2024 supplemental contracts, as follows:

- a. Nathaniel J. Patterson, IV. Lacrosse - Boys - 1st Asst - 70% \$3,152.87 Addition

5. RECOMMENDATION FOR APPROVAL OF SUBSTITUTES

Recommend the approval of 2023-2024 substitutes in their respective capacities, as follows:

Certified Substitutes

Doutrich, Sarah M. Grades PK-4 – Eastern University Student

Support Staff Substitutes

Harnish, Donna M.
Wagner, Kyle M.

6. RECOMMENDATION FOR APPROVAL OF VOLUNTEERS

Recommend the approval of the following individuals as 2023-2024 volunteers:

- Gmuca, LouAnn
- Nogan, John D.
- Sauer, Pamela R.
- Wade, John D.
- Whitehead, Caleb C.
- Zahm, Jason R.

BUSINESS AND FINANCE COMMITTEE

7. RECOMMENDATION FOR APPROVAL OF 2024-2025 SPECIAL EDUCATION CONTRACT

Recommend the approval of a 2024-2025 special education contract, as follows:

- a. TherAbilities 2 Students \$92.00 – per hour, up to 50 hours each

8. DISCUSSION AND RECOMMENDATION FOR APPROVAL OF LANCASTER-LEBANON IU13 PROPOSED GENERAL OPERATING BUDGET

Mr. Stoltzfus will lead a discussion of the Lancaster-Lebanon IU13 Proposed General Budget for the fiscal year July 1, 2024, to June 30, 2025, as posted.

MISCELLANEOUS

9. RECOMMENDATION FOR APPROVAL OF FIELD TRIP

Recommend the approval of an overnight field trip for two high school students to attend the PMEA All-State Chorus at the Bayfront Convention Center, Sassafraz Pier, Erie, PA, from April 17 to 20, 2024.

10. RECOMMENDATION FOR APPROVAL OF BOARD OPERATIONS GUIDELINES (SECOND READING)

Recommend the approval of Board Operations Guidelines (second reading), as follows and as posted:

- a. 003-BOG-0 Development of Board Procedures/Policy
- b. 003-BOG-1 Board Procedure/Policy Development Process
- c. 003-BOG-2 Policy Deliberation Questions
- d. 003-BOG-3 Exception to Board Policy/Administrative Regulation
- e. 003-BOG-4 Request for Exception to Board Policy
- f. 003-BOG-5 Request for Exception to Administrative Regulation

11. RECOMMENDATION FOR APPROVAL OF UPDATED BOARD POLICIES (FIRST READING)

Recommend the approval of updated policies (first reading), as follows and as posted:

- a. Policy 006 Meetings
- b. Policy 006.1 Attendance at Meetings Via Electronic Communications
- c. Policy 113.1 Discipline of Students with Disabilities
- d. Policy 113.4 Confidentiality of Special Education Student Information

12. RECOMMENDATION FOR APPROVAL OF 2024-2025 BOARD GOALS

Recommend the approval of the 2024-2025 Board Goals, as posted.

13. ADJOURNMENT TO EXECUTIVE SESSION

The Board will adjourn to Executive Session for discussion of a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency.

FOR BOARD INFORMATION

1. The Finance Committee will be meeting on Monday, April 8, 2024, at 6:30 p.m.
2. The Buildings and Grounds Committee will be meeting on Monday, April 15, 2024, at 6:30 p.m.
3. The Board Workshop will be held on Monday, April 15, 2024, at 7:30 p.m.
4. The Academic Committee will be meeting on Monday, May 6, 2024, at 6:30 p.m.
5. The next meeting of the Board will be held on Monday, May 6, 2024, at 7:30 p.m.

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
March 4, 2024

President Melissa S. Herr called the meeting to order at 7:30 p.m. and opened the meeting with the pledge of allegiance and a moment of silence.

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Dustin D. Knarr, Mrs. Suzanne S. Knowles, Mr. Dean E. McComsey, Ms. Kelly A. Osborne, Mr. Matthew E. Parido, Mrs. Kristin M. Staley, Mrs. Kari A. Steinbacher, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Amanda M. Allison; Administrators, Mrs. Karen L. Staub, Dr. Benjamin J. Feeney, Dr. Scott K. Rimmer, Mrs. Melissa L. Swarr, Mrs. Alicia C. Kowitz, Mr. Cory S. Robison, Dr. Michele B. Westphal, Dr. Jeffrey T. Smecker; Buildings and Grounds Director, Mr. Glenn R. Davis; Athletic Director, Dr. Branden M. Lippy; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Welk moved and Mr. McComsey seconded the motion to approve the Minutes of the regularly scheduled meetings on February 5 and 20, 2024.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Mr. McComsey and Mrs. Kowitz recognized February Students of the Month from Martin Meylin Middle School.

Mr. McComsey and Dr. Feeney recognized February Pioneer Superlatives and Students of the Month from Lampeter-Strasburg High School and the Lancaster County Career and Technology Center January Student of the Month.

Dr. Peart recognized Lampeter Elementary School students who have artwork displayed in the Board room.

Dr. Peart shared the following communications:

1. Allen, Lisa A. – a letter of retirement.
2. Brown, Jean M. – a letter of retirement.
3. Dodson, Jo Carole – a letter of retirement.
4. Dougherty, Timothy P. – a letter of retirement.
5. Galante, Cathy L. – a letter of retirement.
6. Harnish, Cindy S. – a letter of retirement.
7. Hostetter, Beth A. – a letter of retirement.
8. Jamieson, Amy A. – a letter of retirement.
9. Kruppenbach, Connie L. – a letter of retirement.
10. Maser, Kristin W. – a letter of retirement.
11. Rowe, Joellen R. – a letter of retirement.
12. Scarpone, Laraine – a letter of retirement.
13. Sloss, Joseph B. – a letter of retirement.
14. Stumpf, William J. – a letter of retirement.
15. Young, Mark E. – a letter of retirement.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

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

Thereafter, Mr. Welk moved and Mrs. Knowles seconded the motion to accept the treasurer's report as submitted and to approve the payment of bills for the General Fund in the amount of \$4,668,247.97, Cafeteria Fund checks in the amount of \$174,131.21, Capital Reserve Fund checks in the amount of \$139,260.88, Capital Projects Fund checks in the amount of \$2,925.00, and Athletic Account Officials in the amount of \$3,539.00.

A voice vote was unanimous in favor of the motion.

ACADEMIC COMMITTEE – Mr. Matthew E. Parido, Chairperson

Mr. Parido reported on the Academic Committee meeting that took place earlier in the evening.

BUILDINGS AND GROUNDS COMMITTEE – Mr. Andrew L. Welk, Chairperson

Mr. Welk reported on the Buildings and Grounds Committee meeting held on February 20, 2024.

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

No report.

FINANCE COMMITTEE – Mr. Dustin D. Knarr, Chairperson

Mr. Knarr reported on the Finance Committee meeting held on February 12, 2024.

PERSONNEL COMMITTEE – Mrs. Suzanne S. Knowles, Chairperson

Mrs. Knowles reported that the Committee is recommending all personnel items below as a consent agenda. Ms. Osborne seconded the motion. A voice vote was unanimous in favor of the motion to approve the following personnel items:

1. APPROVAL OF RESIGNATIONS

- a. Lisa A. Allen, math teacher, Martin Meylin Middle School, effective on the last contractual day of the 2023-2024 school year.
- b. Jean M. Brown, special education teacher assistant, Lampeter-Strasburg High School, effective June 30, 2024.
- c. Jo Carole Dodson, third grade teacher, Hans Herr Elementary School, effective on the last contractual day of the 2023-2024 school year.
- d. Timothy P. Dougherty, English language arts teacher, Lampeter-Strasburg High School, effective on the last contractual day of the 2023-2024 school year.
- e. Cathy L. Galante, kitchen helper, Lampeter Elementary School, effective June 7, 2024.
- f. Cindy S. Harnish, District receptionist, Lampeter-Strasburg School District, effective June 30, 2024.
- g. Beth A. Hostetter, SACC assistant director, Hans Herr Elementary School, effective June 30, 2024.
- h. Amy A. Jamieson, math assistant, Martin Meylin Middle School, effective June 5, 2024.
- i. Connie L. Kruppenbach, second grade teacher, Lampeter Elementary School, on the last contractual day of the 2023-2024 school year.
- j. Kristin W. Maser, fifth grade teacher, Hans Herr Elementary School, on the last contractual day of the 2023-2024 school year.
- k. Joellen R. Rowe, math teacher, Martin Meylin Middle School, effective June 6, 2024.
- l. Laraine Scarpone, special education teacher assistant, Martin Meylin Middle School, effective June 5, 2024.
- m. Joseph B. Sloss, social studies teacher, Lampeter-Strasburg High School, on the last contractual day of the 2023-2024 school year.
- n. William J. Stumpf, custodian, Lampeter-Strasburg High School/Fieldhouse, effective April 30, 2024.
- o. Mark E. Young, science teacher, Martin Meylin Middle School, effective on or about June 7, 2024.

2. APPROVAL OF EMPLOYMENT – PROFESSIONAL

Kendal E. Ream to be employed as an extended substitute health/physical education teacher at Lampeter-Strasburg High School retroactively effective to February 26, 2024, through May 24, 2024. Ms. Ream earned her Bachelor's degree from Lancaster Bible College and is certified Health/Physical Education PK-12. She will be compensated \$334.71 per diem based upon Step 1, Level B, of the District compensation agreement.

3. APPROVAL OF EMPLOYMENT – SUPPORT

- a. Megan M. Fenstermacher to be employed as a SACC assistant group supervisor at Lampeter Elementary School retroactively effective to February 21, 2024. Ms. Fenstermacher will become a category E support employee and will be compensated \$15.70 per hour.
- b. David I. Hileman to be employed as a SACC assistant group supervisor at Lampeter Elementary School retroactively effective to February 12, 2024. Mr. Hileman will become a category E support employee and will be compensated \$15.50 per hour.
- c. Morgan S. Milot to be employed as a SACC group supervisor at Hans Herr Elementary School retroactively effective to February 27, 2024. Ms. Milot will become a category E support employee and will be compensated \$16.00 per hour.
- d. Theodore E. Wingenroth III to be employed as a special education teacher assistant at Hans Herr Elementary School and van driver for Lampeter-Strasburg School District retroactively effective to February 28, 2024. Mr. Wingenroth will become a category C support employee and will be compensated \$15.50 per hour.

4. APPROVAL OF CHANGE OF STATUS

Karen A. Schmertz, assistant food service director, Hans Herr Elementary School. Ms. Schmertz will have an increase in hours to 1760 annual hours and will become a category B support employee with no change in compensation effective April 1, 2024.

5. APPROVAL OF SUBSTITUTES

2023-2024 substitutes, as follows:

Emergency Certified Substitutes

Barker, Rosemary A.	All Instructional Areas PK-12
Howse, Amy E.	All Instructional Areas PK-12
Skabo, Cole A.	All Instructional Areas PK-12
Welsh, Gregory P.	All Instructional Areas PK-12
Williams, Connie A.	All Instructional Areas PK-12

6. APPROVAL OF VOLUNTEERS

2023-2024 volunteers, as follows:

Hoover, Lisa G.
Krause, Scott L.
Platt, Emily E.
Quillin, L. Louise

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

Dr. Godfrey reported on Title I and Federal programs.

LIAISON REPORTS

Mr. Welk provided a report on the Lancaster County Career and Technology Center.

STUDENT REPRESENTATIVES – Miss Lauren Livengood, Mr. Truman Horst

Mr. Horst reported on events at Lampeter Elementary School, Hans Herr Elementary School, and Mertin Meylin Middle School.

Miss Livengood reported on events at Lampeter-Strasburg High School.

SUPERINTENDENT'S REPORT – Dr. Kevin S. Peart

Dr. Peart reported that all personnel items were approved during the Personnel Committee report.

APPROVAL OF THE LAMPETER-STRASBURG SCHOOL DISTRICT COMPREHENSIVE PLAN

Mr. Parido moved and Mrs. Knowles seconded the motion to approve the Lampeter-Strasburg School District Comprehensive Plan and all supporting plans, as required and as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF ELEMENTARY MATH TEXTBOOK

Mr. Parido moved and Mr. Welk seconded the motion to approve enVision Math as a six-year textbook adoption for grades K-5 mathematics.

A voice vote was unanimous in favor of the motion.

APPROVAL OF BOARD OPERATIONS GUIDELINES (FIRST READING)

Mrs. Knowles moved and Mr. McComsey seconded the motion to approve Board Operations Guidelines (first reading), as follows and as attached to these Minutes:

- a. 003-BOG-0 Development of Board Procedures/Policy
- b. 003-BOG-1 Board Procedure/Policy Development Process
- c. 003-BOG-2 Policy Deliberation Questions
- d. 003-BOG-3 Exception to Board Policy/Administrative Regulation
- e. 003-BOG-4 Request for Exception to Board Policy
- f. 003-BOG-5 Request for Exception to Administrative Regulation

A voice vote was unanimous in favor of the motion.

APPROVAL TO APPOINT REPRESENTATIVE TO THE LANCASTER-LEBANON IU13 BOARD

Mr. Welk moved and Mrs. Knowles seconded the motion to appoint Mrs. Melissa Herr to serve a three-year term as the Lampeter-Strasburg School District representative to the Lancaster-Lebanon IU13 Board.

A voice vote was 8:0:1 in favor of the motion. Mrs. Herr abstained from the vote.

APPROVAL OF FIELD TRIPS

Mrs. Steinbacher moved and Mr. Parido seconded the motion to approve overnight field trips, as follows:

- a. Lampeter-Strasburg High School choral students to attend the PMEA Region V Chorus Festival, Dover Area School, Dover, PA, and Messiah University, Mechanicsburg, PA, from March 8 to 9, 2024.
- b. Lampeter-Strasburg High School Garden Spot FFA, State Legislative Leadership Conference, Harrisburg, PA, from March 24 to 26, 2024.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2024 GRADUATION DATE

Mr. Welk moved and Ms. Osborne seconded the motion to approve Friday, May 31, 2024, as the graduation date for the Class of 2024.

A voice vote was unanimous in favor of the motion.

APPROVAL OF THE LAMPETER-STRASBURG EARLY CHILDHOOD CENTER CONFIGURATION FOR THE 2024-2025 SCHOOL YEAR

Mr. Welk moved and Mrs. Steinbacher seconded the motion to approve the newly constructed Early Childhood Center to house the District's half-day kindergarten program and pre-kindergarten in partnership with Owl Hill

Learning Center. School-Age Child Care (SACC) will also be offered to interested families. Lampeter Elementary will continue to serve first and second grade students, while continuing to offer SACC services to interested families.

A voice vote was unanimous in favor of the motion.

OLD BUSINESS

Mrs. Herr thanked Board members who spent time reading to the students at Lampeter Elementary School.

Mrs. Herr reminded the Board of the Board Retreat on Monday, March 11, 2024.

NEW BUSINESS

Mrs. Herr thanked the Boy Scouts who attended and led the meeting in the pledge of allegiance.

OPPORTUNITY FOR PUBLIC COMMENT

Sarah Cook, Lancaster, PA, commented on the proposal of a Policy Committee.

Ben Stiles, Strasburg, PA, commended Martin Meylin staff and commented on the one-way traffic pattern.

MEETING ADJOURNED

The meeting was properly adjourned at 8:30 p.m.

Mary E. Williams
Secretary

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
March 18, 2024

President Melissa S. Herr called the meeting to order at 7:32 p.m.

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Dustin D. Knarr, Mrs. Suzanne S. Knowles, Mr. Dean E. McComsey, Ms. Kelly A. Osborne, Mr. Matthew E. Parido, Mrs. Kristin M. Staley, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Lampeter Elementary School Principal, Dr. Michele B. Westphal; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

ABSENT: Board member, Mrs. Kari A. Steinbacher.

PRESENTATION ON LAMPETER ELEMENTARY SCHOOL INITIATIVES

Dr. Westphal presented information on Lampeter Elementary School initiatives and progress toward comprehensive planning goals.

RECOMMENDATION FOR APPROVAL OF CHANGE ORDER FOR THE EARLY CHILDHOOD CENTER PROJECT

Mr. Knarr moved and Mr. Welk seconded the motion to approve a change order for the Early Childhood Center project, as follows:

- a. Jay R. Reynolds, Inc. Change Order PC #7 Add \$1,463 Revise two sinks

A voice vote was unanimous in favor of the motion.

DISCUSSION ON FINANCING STUDY AND PARAMETERS BOND RESOLUTION

Mr. Stoltzfus led a discussion regarding the District's debt service and upcoming calendar for funding Martin Meylin Middle School comprehensive renovations.

DISCUSSION/REVIEW OF BOARD POLICIES

Dr. Peart led a discussion reviewing Board Policies, as follows:

- a. Policy 004 Membership
- b. Policy 005 Organization
- c. Policy 006 Meetings (updates included)
- d. Policy 006.1 Attendance at Meetings Via Electronic Communications (updates included)

DISCUSSION OF BOARD OPERATIONS GUIDELINES

Dr. Peart led a discussion on Board Operations Guidelines, as follows:

- a. 003-BOG-0 Development of Board Procedures/Policy
- b. 003-BOG-1 Board Procedure/Policy Development Process
- c. 003-BOG-2 Policy Deliberation Questions
- d. 003-BOG-3 Exception to Board Policy/Administrative Regulation
- e. 003-BOG-4 Request for Exception to Board Policy
- f. 003-BOG-5 Request for Exception to Administrative Regulation

REVIEW OF ACHIEVEMENT DATA

Dr. Godfrey presented a review of achievement data.

SHARING OF BOARD GOALS – DRAFT

Dr. Peart shared a draft of the 2024-2025 Board Goals as discussed and developed at the Board Retreat.

DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart led a discussion on the PSBA Principle for Governance and Leadership: Govern Effectively.

ADJOURNMENT

The meeting was properly adjourned at 8:27 p.m.

Mary E. Williams
Assistant Secretary

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537
April 2, 2024

Communications

1. Brenchley, Christine M. – a letter requesting a leave of absence.
2. Burkhart, Emily N. – a letter requesting a leave of absence.
3. Florig, Carol W. – a letter requesting a leave of absence.
4. Musser, Erica N. – a letter requesting a leave of absence.
5. Ridenour, Victor J. – a letter requesting a leave of absence.
6. Wingenroth, Theodore E. – a letter of resignation.

LAMPETER-STRASBURG SCHOOL DISTRICT

Monthly Board Balance Sheet Report

April 3, 2024

	Year-To-Date Balance
Assets	
Cash and Investments	25,239,374.46
Petty Cash	450.00
Interest Receivable	-
Taxes Receivable	279,779.05
Uncollectable Taxes	-
Interfund Accounts Receivable	-
Intergovernmental Accounts Receivable	-
State Subsidies Receivable	-
Federal Subsidies Receivable	-
Prepaid Expenses	63,133.63
Other Accounts Receivable	-
Inventories	82,935.71
Total Assets:	<u><u>25,665,672.85</u></u>
Liabilities	
Accounts Payable	-
Other Accounts Payable	(46,663.16)
Intergovernmental Accounts Payable	(8,385.89)
Accrued Salaries and Benefits	(2,414,755.95)
Payroll Payables	(604,153.23)
Deferred Revenue	(279,779.05)
Prepaid Revenue	(28,541.04)
Total Liabilities:	<u><u>(3,382,278.32)</u></u>
Net Assets	
Assigned Fund Balance	(7,237,857.56)
Fund Balance Reserved for Debt	-
Reserve for Inventories / Non-Spendable	(164,476.26)
Unassigned Fund Balance	(5,049,035.03)
Reserve for Encumbrances	(214,294.09)
Encumbered for Appropriated Expenses	(9,617,731.59)
Total Net Assets:	<u><u>(22,283,394.53)</u></u>
Total Liabilities and Net Assets:	<u><u>(25,665,672.85)</u></u>

LAMPETER-STRASBURG SCHOOL DISTRICT

INVESTMENTS - General Fund

As of March 26, 2024

Description	Est. % Yield	Date of Purchase	Date of Maturity	Balance	Interest Year-to-Date	Investment Closed
Truist Accounts	3.30	n/a	n/a	1,711,791.93	4,772.26	
PSDLAF MAX Accounts	5.18	n/a	n/a	613,343.86	24,018.64	
Truist Securities	5.24	n/a	n/a	7,605.07	2,477.39	
Univest Account	5.50	n/a	n/a	15,268,885.97	884,072.62	
<u>Truist Securities:</u>						
FHLB Bond	0.750	9/30/2020	9/30/2026	1,204,168.70	4,987.50	
Federal Farm Credit Bank Bond (2 purchases)	0.680	10/14/2020	7/14/2026	1,763,675.10	13,158.00	
Federal Agric Mtg Corp	1.300	10/23/2020	7/22/2030	820,830.00	13,000.00	
Federal Farm Credit Bank Bond	0.600	10/22/2020	4/22/2026	459,235.00	1,500.00	
Federal Farm Credit Bank Bond (2 purchases)	0.740	10/22/2020	1/22/2027	1,794,940.00	14,800.00	
FHLMC Note	1.000	10/27/2020	10/27/2028	812,858.00	4,750.00	
FHLMC Note	0.625	10/28/2020	4/15/2026	919,570.00	3,125.00	
FNMA Note	1.000	10/29/2020	1/29/2029	845,910.00	10,000.00	
US Treasury Bill	5.012	1/24/2024	4/25/2024	9,956.30	-	
US Treasury Bill	5.364	3/18/2024	6/13/2024	49,428.00	-	
Federal Home Loan	5.320	1/24/2024	5/8/2024	-	133.00	X
Federal Home Loan	5.560	1/24/2024	8/13/2024	-	92.67	X
US Treasury Bill	5.240	8/31/2023	11/14/2023	-	1,624.76	X
Total					982,511.84	

All U.S. Treasury/Agency Securities are callable before the date of maturity.

LAMPETER-STRASBURG SCHOOL DISTRICT

Financial Comparison Report

April 3, 2024

	<u>Revenue</u>	<u>Expenditures</u>	<u>Surplus/Loss</u>
Year 2023-24 Budget	60,130 =====	60,391 =====	(261) =====
Year-to-Date Actual (278 Days)	51,989	42,371	9,618
Prior Year-to-Date Actual (278 Days)	50,170	41,909	8,261
Year-to-Date Increase (Decrease)	1,819	462	1,357
% Change - Current vs. Prior YTD Over (Under)	3.6%	1.1%	16.4%
Year-to-Date Actual as % of 2023-24 Budget	86.5%	70.2%	-----
Prior Year-to-Date Actual as % of 2022-23 Budget	87.3%	71.9%	-----

(\$ in Thousands)

BOARD SUMMARY

Fund: 10 - General Fund Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REG PROG ELEMEN/SECOND						
100 PERSONNEL EMPL SALARIES	13,972,928.00	13,972,928.00	0.00	8,586,122.16	5,386,805.84	61.45
200 PERSONNEL EMPL BENEFITS	9,400,624.00	9,400,624.00	0.00	4,163,653.08	5,236,970.92	44.29
300 PURCH PROF & TECH SERVICES	215,375.00	215,375.00	0.00	55,926.70	159,448.30	25.97
400 PURCHASED PROPERTY SVCS	94,590.00	94,590.00	0.00	51,410.05	43,179.95	54.35
500 OTHER PURCHASED SERVICES	732,100.00	732,100.00	11,625.55	347,124.78	373,349.67	49.00
600 SUPPLIES	430,520.00	430,520.00	8,580.41	663,839.50	(241,899.91)	156.19
700 PROPERTY	2,000.00	2,000.00	0.00	10,673.03	(8,673.03)	533.65
800 OTHER OBJECTS	400.00	400.00	0.00	175.00	225.00	43.75
Totals for 1100s	24,848,537.00	24,848,537.00	20,205.96	13,878,924.30	10,949,406.74	55.94
1200 SPEC PROG ELEMEN/SECOND						
100 PERSONNEL EMPL SALARIES	3,696,542.00	3,696,542.00	0.00	2,360,036.03	1,336,505.97	63.84
200 PERSONNEL EMPL BENEFITS	2,415,310.00	2,415,310.00	0.00	1,092,058.62	1,323,251.38	45.21
300 PURCH PROF & TECH SERVICES	2,414,836.00	2,414,836.00	0.00	1,727,046.78	687,789.22	71.52
400 PURCHASED PROPERTY SVCS	2,000.00	2,000.00	0.00	1,021.80	978.20	51.09
500 OTHER PURCHASED SERVICES	1,168,930.00	1,168,930.00	0.00	868,644.66	300,285.34	74.31
600 SUPPLIES	7,300.00	7,300.00	684.50	4,557.28	2,058.22	71.81
800 OTHER OBJECTS	4,900.00	4,900.00	0.00	2,900.00	2,000.00	59.18
Totals for 1200s	9,709,818.00	9,709,818.00	684.50	6,056,265.17	3,652,868.33	62.38
1300 VOCATIONAL EDUCATION						
100 PERSONNEL EMPL SALARIES	154,930.00	154,930.00	0.00	114,075.71	40,854.29	73.63
200 PERSONNEL EMPL BENEFITS	96,735.00	96,735.00	0.00	49,938.88	46,796.12	51.62
400 PURCHASED PROPERTY SVCS	91,019.00	91,019.00	0.00	67,167.84	23,851.16	73.80
500 OTHER PURCHASED SERVICES	696,144.00	696,144.00	200.92	478,605.49	217,337.59	68.78
600 SUPPLIES	11,000.00	11,000.00	0.00	16,999.28	(5,999.28)	154.54
700 PROPERTY	0.00	0.00	0.00	17,542.97	(17,542.97)	0.00
Totals for 1300s	1,049,828.00	1,049,828.00	200.92	744,330.17	305,296.91	70.92

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1400 OTHER INSTRUCTION PROG						
100 PERSONNEL EMPL SALARIES	200,253.00	200,253.00	0.00	156,788.55	43,464.45	78.30
200 PERSONNEL EMPL BENEFITS	117,036.00	117,036.00	0.00	64,600.74	52,435.26	55.20
300 PURCH PROF & TECH SERVICES	95,530.00	95,530.00	0.00	90,854.22	4,675.78	95.11
500 OTHER PURCHASED SERVICES	68,545.00	68,545.00	0.00	76,338.67	(7,793.67)	111.37
600 SUPPLIES	1,600.00	1,600.00	0.00	1,710.46	(110.46)	106.90
Totals for 1400s	482,964.00	482,964.00	0.00	390,292.64	92,671.36	80.81
1500 NONPUBLIC SCHOOL PGMS						
300 PURCH PROF & TECH SERVICES	39,975.00	39,975.00	0.00	3,428.44	36,546.56	8.58
600 SUPPLIES	0.00	0.00	0.00	1,294.65	(1,294.65)	0.00
Totals for 1500s	39,975.00	39,975.00	0.00	4,723.09	35,251.91	11.82
2100 SUPPORT SVCS - STUDENTS						
100 PERSONNEL EMPL SALARIES	1,523,733.00	1,523,733.00	0.00	988,552.09	535,180.91	64.88
200 PERSONNEL EMPL BENEFITS	947,649.00	947,649.00	0.00	465,455.46	482,193.54	49.12
300 PURCH PROF & TECH SERVICES	30,405.00	30,405.00	0.00	114,597.86	(84,192.86)	376.90
500 OTHER PURCHASED SERVICES	12,350.00	12,350.00	0.00	6,971.76	5,378.24	56.45
600 SUPPLIES	11,840.00	11,840.00	472.12	(3,893.00)	15,260.88	(28.89)
700 PROPERTY	0.00	0.00	0.00	3,708.75	(3,708.75)	0.00
800 OTHER OBJECTS	1,500.00	1,500.00	0.00	445.00	1,055.00	29.67
Totals for 2100s	2,527,477.00	2,527,477.00	472.12	1,575,837.92	951,166.96	62.37
2200 SUPPORT SVCS - INSTR STAFF						
100 PERSONNEL EMPL SALARIES	406,621.00	406,621.00	0.00	281,003.69	125,617.31	69.11
200 PERSONNEL EMPL BENEFITS	504,544.00	504,544.00	0.00	262,864.20	241,679.80	52.10
300 PURCH PROF & TECH SERVICES	54,925.00	54,925.00	0.00	33,722.70	21,202.30	61.40
500 OTHER PURCHASED SERVICES	3,000.00	3,000.00	0.00	3,247.64	(247.64)	108.25
600 SUPPLIES	40,830.00	40,830.00	1,328.95	15,850.10	23,650.95	42.07
700 PROPERTY	84,693.00	84,693.00	0.00	0.00	84,693.00	0.00
800 OTHER OBJECTS	1,600.00	1,600.00	0.00	1,464.00	136.00	91.50

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 2200s	1,096,213.00	1,096,213.00	1,328.95	598,152.33	496,731.72	54.69
2300 SUPPORT SERVICES-ADMIN						
100 PERSONNEL EMPL SALARIES	1,799,213.00	1,799,213.00	0.00	1,355,811.60	443,401.40	75.36
200 PERSONNEL EMPL BENEFITS	1,190,788.00	1,190,788.00	0.00	647,099.70	543,688.30	54.34
300 PURCH PROF & TECH SERVICES	263,950.00	263,950.00	0.00	134,170.11	129,779.89	50.83
500 OTHER PURCHASED SERVICES	19,680.00	19,680.00	0.00	3,571.02	16,108.98	18.15
600 SUPPLIES	38,718.00	38,718.00	1,536.83	28,791.86	8,389.31	78.33
700 PROPERTY	0.00	0.00	0.00	248.97	(248.97)	0.00
800 OTHER OBJECTS	23,650.00	23,650.00	0.00	25,083.31	(1,433.31)	106.06
Totals for 2300s	3,335,999.00	3,335,999.00	1,536.83	2,194,776.57	1,139,685.60	65.84
2400 SUPP SVCS-PUPIL HEALTH						
100 PERSONNEL EMPL SALARIES	382,262.00	382,262.00	0.00	243,565.45	138,696.55	63.72
200 PERSONNEL EMPL BENEFITS	251,145.00	251,145.00	0.00	114,751.40	136,393.60	45.69
300 PURCH PROF & TECH SERVICES	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
500 OTHER PURCHASED SERVICES	150.00	150.00	0.00	14.41	135.59	9.61
600 SUPPLIES	17,000.00	17,000.00	37.02	9,309.41	7,653.57	54.98
Totals for 2400s	655,057.00	655,057.00	37.02	367,640.67	287,379.31	56.13
2500 SUPP SERVICES-BUSINESS						
100 PERSONNEL EMPL SALARIES	330,065.00	330,065.00	0.00	251,719.80	78,345.20	76.26
200 PERSONNEL EMPL BENEFITS	220,166.00	220,166.00	0.00	118,978.48	101,187.52	54.04
300 PURCH PROF & TECH SERVICES	45,000.00	45,000.00	0.00	20,239.19	24,760.81	44.98
400 PURCHASED PROPERTY SVCS	4,435.00	4,435.00	0.00	5,121.81	(686.81)	115.49
500 OTHER PURCHASED SERVICES	2,500.00	2,500.00	0.00	1,030.54	1,469.46	41.22
600 SUPPLIES	5,470.00	5,470.00	0.00	1,488.55	3,981.45	27.21
800 OTHER OBJECTS	900.00	900.00	0.00	800.00	100.00	88.89
Totals for 2500s	608,536.00	608,536.00	0.00	399,378.37	209,157.63	65.63
2600 OPER/MAINT PLANT SVCS						
100 PERSONNEL EMPL SALARIES	1,684,920.00	1,684,920.00	0.00	1,125,260.62	559,659.38	66.78

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 PERSONNEL EMPL BENEFITS	1,046,281.00	1,046,281.00	0.00	492,839.69	553,441.31	47.10
300 PURCH PROF & TECH SERVICES	122,700.00	122,700.00	0.00	63,685.24	59,014.76	51.90
400 PURCHASED PROPERTY SVCS	482,942.00	482,942.00	0.00	359,409.77	123,532.23	74.42
500 OTHER PURCHASED SERVICES	370,300.00	370,300.00	0.00	339,822.82	30,477.18	91.77
600 SUPPLIES	1,082,150.00	1,082,150.00	0.00	641,843.88	440,306.12	59.31
700 PROPERTY	28,000.00	28,000.00	0.00	8,093.20	19,906.80	28.90
800 OTHER OBJECTS	400.00	400.00	0.00	220.25	179.75	55.06
Totals for 2600s	4,817,693.00	4,817,693.00	0.00	3,031,175.47	1,786,517.53	62.92
2700 STUDENT TRANSPORTATION SVCS						
100 PERSONNEL EMPL SALARIES	262,670.00	262,670.00	0.00	207,361.68	55,308.32	78.94
200 PERSONNEL EMPL BENEFITS	154,191.00	154,191.00	0.00	72,620.21	81,570.79	47.10
300 PURCH PROF & TECH SERVICES	1,000.00	1,000.00	0.00	315.00	685.00	31.50
400 PURCHASED PROPERTY SVCS	38,275.00	38,275.00	0.00	35,692.91	2,582.09	93.25
500 OTHER PURCHASED SERVICES	1,528,385.00	1,528,385.00	0.00	922,226.65	606,158.35	60.34
600 SUPPLIES	59,600.00	59,600.00	0.00	50,123.15	9,476.85	84.10
700 PROPERTY	60,000.00	60,000.00	0.00	54,500.00	5,500.00	90.83
800 OTHER OBJECTS	110.00	110.00	0.00	160.00	(50.00)	145.45
Totals for 2700s	2,104,231.00	2,104,231.00	0.00	1,342,999.60	761,231.40	63.82
2800 SUPPORT SVCS-CENTRAL						
100 PERSONNEL EMPL SALARIES	553,031.00	553,031.00	0.00	401,481.34	151,549.66	72.60
200 PERSONNEL EMPL BENEFITS	367,508.00	367,508.00	0.00	225,933.44	141,574.56	61.48
300 PURCH PROF & TECH SERVICES	98,500.00	98,500.00	0.00	88,028.55	10,471.45	89.37
400 PURCHASED PROPERTY SVCS	40,000.00	40,000.00	0.00	23,757.97	16,242.03	59.39
500 OTHER PURCHASED SERVICES	2,000.00	2,000.00	0.00	1,100.54	899.46	55.03
600 SUPPLIES	279,900.00	279,900.00	2,335.90	213,579.13	63,984.97	77.14
700 PROPERTY	384,407.00	384,407.00	149,450.00	608,003.65	(373,046.65)	197.04
800 OTHER OBJECTS	200.00	200.00	0.00	160.00	40.00	80.00
Totals for 2800s	1,725,546.00	1,725,546.00	151,785.90	1,562,044.62	11,715.48	99.32

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2900 OTHER SUPPORT SERVICES						
500 OTHER PURCHASED SERVICES	27,400.00	27,400.00	0.00	26,953.49	446.51	98.37
Totals for 2900s	27,400.00	27,400.00	0.00	26,953.49	446.51	98.37
3200 STUDENT ACTIVITIES						
100 PERSONNEL EMPL SALARIES	593,782.00	593,782.00	0.00	456,794.39	136,987.61	76.93
200 PERSONNEL EMPL BENEFITS	272,720.00	272,720.00	0.00	155,486.36	117,233.64	57.01
300 PURCH PROF & TECH SERVICES	95,040.00	95,040.00	0.00	96,595.60	(1,555.60)	101.64
400 PURCHASED PROPERTY SVCS	28,000.00	28,000.00	0.00	28,924.26	(924.26)	103.30
500 OTHER PURCHASED SERVICES	65,760.00	65,760.00	0.00	48,079.72	17,680.28	73.11
600 SUPPLIES	64,500.00	64,500.00	3,452.87	79,883.00	(18,835.87)	129.20
700 PROPERTY	43,320.00	43,320.00	34,086.72	55,038.28	(45,805.00)	205.74
800 OTHER OBJECTS	14,730.00	14,730.00	0.00	16,583.52	(1,853.52)	112.58
Totals for 3200s	1,177,852.00	1,177,852.00	37,539.59	937,385.13	202,927.28	82.77
3300 COMMUNITY SERVICES						
200 PERSONNEL EMPL BENEFITS	0.00	0.00	0.00	1,580.00	(1,580.00)	0.00
800 OTHER OBJECTS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Totals for 3300s	6,000.00	6,000.00	0.00	1,580.00	4,420.00	26.33
3400 SCHOLARSHIPS & AWARDS						
800 OTHER OBJECTS	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
Totals for 3400s	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
5100 DEBT SVC / OTHER EXP						
800 OTHER OBJECTS	841,429.00	841,429.00	0.00	841,428.99	0.01	100.00
900 OTHER USES OF FUNDS	1,990,000.00	1,990,000.00	0.00	1,990,000.00	0.00	100.00
Totals for 5100s	2,831,429.00	2,831,429.00	0.00	2,831,428.99	0.01	100.00
5200 FUND TRANSFERS						
900 OTHER USES OF FUNDS	2,865,096.00	2,865,096.00	0.00	2,865,096.00	0.00	100.00
Totals for 5200s	2,865,096.00	2,865,096.00	0.00	2,865,096.00	0.00	100.00
5800 SUSPENSE ACCOUNT						

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 PERSONNEL EMPL BENEFITS	0.00	0.00	502.30	3,348,005.19	(3,348,507.49)	0.00
Totals for 5800s	0.00	0.00	502.30	3,348,005.19	(3,348,507.49)	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	480,000.00	480,000.00	0.00	0.00	480,000.00	0.00
Totals for 5900s	480,000.00	480,000.00	0.00	0.00	480,000.00	0.00
Expenditure Totals	60,391,401.00	60,391,401.00	214,294.09	42,156,989.72	18,020,117.19	70.16
6100 TAXES LEVIED BY THE LEA						
000 000	(4,631,000.00)	(4,631,000.00)	0.00	(2,388,745.99)	(2,242,254.01)	51.58
100 RE TAXES	(38,841,302.00)	(38,841,302.00)	0.00	(38,944,719.00)	103,417.00	100.27
Totals for 6100s	(43,472,302.00)	(43,472,302.00)	0.00	(41,333,464.99)	(2,138,837.01)	95.08
6400 DELINQUENCIES TAXES LEV						
000 000	(500,000.00)	(500,000.00)	0.00	(224,367.05)	(275,632.95)	44.87
Totals for 6400s	(500,000.00)	(500,000.00)	0.00	(224,367.05)	(275,632.95)	44.87
6500 EARNINGS ON INVESTMENTS						
000 000	(115,000.00)	(115,000.00)	0.00	(1,092,258.68)	977,258.68	949.79
Totals for 6500s	(115,000.00)	(115,000.00)	0.00	(1,092,258.68)	977,258.68	949.79
6700 REV FROM STUDENT ACT 000						
000	(110,000.00)	(110,000.00)	0.00	(78,698.91)	(31,301.09)	71.54
Totals for 6700s	(110,000.00)	(110,000.00)	0.00	(78,698.91)	(31,301.09)	71.54
6800 REV FROM INTERMEDIATE						
000 000	(665,641.00)	(665,641.00)	0.00	(199,300.15)	(466,340.85)	29.94
Totals for 6800s	(665,641.00)	(665,641.00)	0.00	(199,300.15)	(466,340.85)	29.94
6900 OTHER REV FROM LOCAL						
000 000	(61,500.00)	(61,500.00)	0.00	(83,891.87)	22,391.87	136.41
Totals for 6900s	(61,500.00)	(61,500.00)	0.00	(83,891.87)	22,391.87	136.41
7100 BASIC INSTRUCT & OPER 000						
000	(5,150,000.00)	(5,150,000.00)	0.00	(3,213,524.00)	(1,936,476.00)	62.40
Totals for 7100s	(5,150,000.00)	(5,150,000.00)	0.00	(3,213,524.00)	(1,936,476.00)	62.40

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
7200 SUBSIDIES SPECIFIC ED PROGS						
000 000	(1,680,000.00)	(1,680,000.00)	0.00	(1,056,732.00)	(623,268.00)	62.90
Totals for 7200s	(1,680,000.00)	(1,680,000.00)	0.00	(1,056,732.00)	(623,268.00)	62.90
7300 SUBSIDIES NON-ED PGMS						
000 000	(1,805,560.00)	(1,805,560.00)	0.00	(1,453,087.85)	(352,472.15)	80.48
Totals for 7300s	(1,805,560.00)	(1,805,560.00)	0.00	(1,453,087.85)	(352,472.15)	80.48
7500 EXTRA GRANTS						
000 000	(281,120.00)	(281,120.00)	0.00	(298,186.00)	17,066.00	106.07
Totals for 7500s	(281,120.00)	(281,120.00)	0.00	(298,186.00)	17,066.00	106.07
7800 STATE SHARE FICA/PSERS						
000 000	(5,176,521.00)	(5,176,521.00)	0.00	(1,902,998.28)	(3,273,522.72)	36.76
Totals for 7800s	(5,176,521.00)	(5,176,521.00)	0.00	(1,902,998.28)	(3,273,522.72)	36.76
8500 RESTRICT GRANTS-IN-AID						
000 000	(591,027.00)	(591,027.00)	0.00	(370,071.25)	(220,955.75)	62.61
Totals for 8500s	(591,027.00)	(591,027.00)	0.00	(370,071.25)	(220,955.75)	62.61
8700 FEDERAL STIMULUS						
000 000	(521,639.00)	(521,639.00)	0.00	(682,434.37)	160,795.37	130.83
Totals for 8700s	(521,639.00)	(521,639.00)	0.00	(682,434.37)	160,795.37	130.83
Revenue Totals	(60,130,310.00)	(60,130,310.00)	0.00	(51,989,015.40)	(8,141,294.60)	86.46
Fund 10 Totals						
Total Expenditure	54,214,876.00	54,214,876.00	213,791.79	33,112,459.54	20,888,624.67	61.47
Total Other Expenditure	6,176,525.00	6,176,525.00	502.30	9,044,530.18	(2,868,507.48)	146.44
Total Revenue	(60,130,310.00)	(60,130,310.00)	0.00	(51,989,015.40)	(8,141,294.60)	86.46
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY

Fund: Encumbrances Included

As of: 04/03/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	54,214,876.00	54,214,876.00	213,791.79	33,112,459.54	20,888,624.67	61.47
Total Other Expenditure	6,176,525.00	6,176,525.00	502.30	9,044,530.18	(2,868,507.48)	146.44
Total Revenue	(60,130,310.00)	(60,130,310.00)	0.00	(51,989,015.40)	(8,141,294.60)	86.46
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000121250	02/29/2024	DIRECT ENERGY BUSINESS	electric - early childhood		524.99
0000121251	02/29/2024	DIRECT ENERGY BUSINESS	electric - campus		128,649.42
0000121252	03/06/2024	DIXIE LAND ENERGY	gas at WLT for vans		3,047.24
0000121253	03/06/2024	E.M. HERR FARM & HOME SUPPLY	maint supplies		258.49
0000121254	03/06/2024	LOWE'S COMPANIES INC	vo ag supplies	to be reimb - Thespians	1,168.98
0000121255	03/06/2024	NRG BUSINESS MARKETING, LLC	ntl gas - early childhood	ntl gas - fieldhouse	987.14
0000121256	03/06/2024	NUTRIEN AG SOLUTIONS	lawn treatment supplies		3,491.65
0000121257	03/06/2024	PEF/MATHCOUNTS	math counts - MM		160.00
0000121258	03/06/2024	PENN MANOR MAT CLUB	boys Holiday Wrestling Tournament		475.00
0000121259	03/06/2024	PENN WASTE INC	district trash removal		6,554.62
0000121260	03/06/2024	RED ROSE MIRROR & GLASS INC.	MM window repair		140.00
0000121261	03/06/2024	SIEMENS INDUSTRY INC	HH fire alarm repair		675.00
0000121262	03/06/2024	STRASBURG MASONRY SUPPLY INC	patio blocks	stone dust	1,320.85
0000121263	03/06/2024	SUBURBAN LANC. SEWER AUTHORITY	sewer usage - campus	sewer usage - admin bldg	3,272.49
0000121264	03/06/2024	T & W TRAFFIC CONTROL	reflective sheeting		104.00
0000121265	03/06/2024	TK ELEVATOR	maintenance contract - elevators		3,807.06
0000121266	03/06/2024	UGI UTILITIES INC.	ntl gas - early childhood	ntl gas - admin bldg	1,742.79
0000121267	03/14/2024	AHOLD FINANCIAL SERVICES	HS home ec groceries		127.53
0000121268	03/14/2024	APPEL, YOST & ZEE LLP	legal fees		2,472.50
0000121269	03/14/2024	BTI SCHOOL SERVICES LLC	ESSER III - BCBA	student assistance	17,227.49
0000121270	03/14/2024	CAPITAL ELECTRIC	electrical parts	electrical parts - fuses	260.16
0000121271	03/14/2024	CAVENDISH SQUARE	database renewal		159.00
0000121272	03/14/2024	CCIU	Career Academy, speech, specialists		22,453.51
0000121273	03/14/2024	EBERSOLE'S VACUUM CLEANER	HS vac supplies		59.00
0000121274	03/14/2024	ENGLE PUBLISHING COMPANY	help wanted ad		102.50
0000121275	03/14/2024	FASTENING PRODUCTS OF LANCASTER, INC.	maint supplies		27.90
0000121276	03/14/2024	G.R. MITCHELL INC.	HS wood tech supplies	maint supplies	138.26
0000121277	03/14/2024	GRIZZLY INDUSTRIAL	wood tech - band saw blades		95.62
0000121278	03/14/2024	H & F TIRE SERVICE	2019 Ford Transit tires	flat repair	748.62
0000121279	03/14/2024	H&L TEAM SALES INC	girls lacrosse uniforms		7,840.00
0000121280	03/14/2024	IDESIGN SOLUTIONS	materials needed for Design Engineering Class		374.85
0000121281	03/14/2024	JENNA DAVELER	GENE SNYDER ATHLETIC AWARD - FEMALE		200.00
0000117769	05/16/2022	JENNA DAVELER	GENE SNYDER ATHLETIC AWARD - FEMALE		(200.00) v
0000121282	03/14/2024	LA ACADEMIA:	charter school tuition		1,170.75
0000121283	03/14/2024	LANCASTER GENERAL HOSPITAL	wellness program admin portal - Feb	wellness program credit	80.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000121284	03/14/2024	LANCASTER GENERAL MEDICAL GROUP	medical services - March		12,745.00
0000121285	03/14/2024	LCTCB	tax bill processing - interims & installments		6,397.14
0000121286	03/14/2024	LUMINARE HEALTH BENEFITS INC.	insurance mgmt fee - March		16,472.26
0000121287	03/14/2024	M J EARL	HS custodial supplies	LE custodial supplies	3,141.05
0000121288	03/14/2024	MADISON MILLER	Carroll J. Staub Education Scholarship		500.00
0000119636	05/05/2023	MADISON MILLER	Carroll J. Staub Education Scholarship		(500.00) V
0000121289	03/14/2024	MARTIN APPLIANCE	HS stove repair		244.80
0000121290	03/14/2024	MCGRAW-HILL LLC	ESSER III - reading		3,760.46
0000121291	03/14/2024	MEDCO SUPPLY COMPANY	trainer supplies		544.34
0000121292	03/14/2024	MILLCREEK TOWNSHIP SCHOOL DISTRICT	tuition		4,070.69
0000121293	03/14/2024	MSTS RECEIVABLES LLC	maint parts		11.45
0000121294	03/14/2024	NORTHWEST POTTERS' SUPPLY LLC	MM art kiln parts		122.88
0000121295	03/14/2024	NRG BUSINESS MARKETING, LLC	HS water heater	MM water heater	9,393.85
0000121296	03/14/2024	OFFICE BASICS INC.	copy paper	6th grade copy paper	2,248.30
0000121297	03/14/2024	ORTHOPEDIC ASSOCIATES OF LANCASTER, LTD.	athletic training services - Feb		2,000.00
0000121298	03/14/2024	PENNSYLVANIA COUNSELING SV INC	ESSER grant - student assistance	MM student assistance program	3,335.00
0000121299	03/14/2024	PENSKE TRUCK LEASING CO. L.P.	to be reimb - Thespians		163.44
0000121300	03/14/2024	PMEA	modern band festival		960.00
0000121301	03/14/2024	RHOADS ENERGY CORP	diesel fuel - transportation	unleaded gas - transportation	10,889.33
0000121302	03/14/2024	RICH INC.	HH art supplies - kiln coil elements		409.76
0000121303	03/14/2024	RISK PROGRAM ADMINISTRATORS	insurance - international liability		2,749.00
0000121304	03/14/2024	ROBERTS OXYGEN COMPANY INC	oxygen tanks	oxygen tank parts	165.37
0000121305	03/14/2024	SCHOOL SPECIALTY LLC	HH art supplies		411.77
0000121306	03/14/2024	SERVICE LINE INC.	Supplemental Equipment Grant		5,398.45
0000121307	03/14/2024	SMUCKER WELDING SHOP	vo ag supplies		760.64
0000121308	03/14/2024	SOCCER POST	boys lacrosse helmets		3,070.00
0000121309	03/14/2024	TELE-PEST INC.	LE pest control		52.00
0000121310	03/14/2024	THE MEMORY PROJECT	artwork to India		255.00
0000121311	03/14/2024	TRANE U.S. INC.	service agreement		6,589.00
0000121312	03/14/2024	UGI UTILITIES INC.	ntl gas transp - HS water heater	ntl gas transp - MM water heater	12,440.29
0000121313	03/14/2024	WALTERS SERVICES INC	portable toilet	credit - portable toilet	48.40
0000121314	03/14/2024	YORGEYS FINE CLEANING	marching band uniform cleaning	to be reimb - boosters	1,550.82
0000121315	03/25/2024	ADVANCE AUTO PARTS	auto parts		10.39
0000121316	03/25/2024	AHOLD FINANCIAL SERVICES	HS home ec groceries		96.95
0000121317	03/25/2024	ARTHUR J. GALLAGHER RMS INC	public official bond	Board secretary bond - M. Williams	600.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000121318	03/25/2024	BARLEY SNYDER LLP	legal fees - February		301.50
0000121319	03/25/2024	BRODART COMPANY	MM library supplies		109.87
0000121320	03/25/2024	BRUBAKER, MICHELLE	FBI volunteer reimbursement		25.25
0000118845	12/06/2022	BRUBAKER, MICHELLE	FBI volunteer reimbursement		(25.25) V
0000121321	03/25/2024	BSN SPORTS	softball supplies		727.60
0000121322	03/25/2024	BUCK RENTALS	brush cutter rental		150.00
0000121323	03/25/2024	CAPITAL ELECTRIC	electrical supplies		303.70
0000121324	03/25/2024	CAPP INC	HVAC supplies		179.30
0000121325	03/25/2024	CAROLINA BIOLOGICAL SUPPLY CO.	Title IV Supplies - Anchor Christian		356.65
0000121326	03/25/2024	CITY OF LANCASTER PA	water usage - campus		2,248.18
0000121327	03/25/2024	CM REGENT LLC	Life/LTD - March		2,664.65
0000121328	03/25/2024	DAUPHIN ELECTRIC SUPPLY	lighting supplies		902.88
0000121329	03/25/2024	DELL MARKETING L.P.	chromebook parts	tech services	1,082.10
0000121330	03/25/2024	DEMCO	MM library supplies		110.07
0000121331	03/25/2024	DICK BLICK	HS art supplies		116.91
0000121332	03/25/2024	DIXIE LAND ENERGY	gas at WLT for vans		3,596.44
0000121333	03/25/2024	E.M. HERR FARM & HOME SUPPLY	vo ag supplies		137.68
0000121334	03/25/2024	EBERSOLE'S VACUUM CLEANER	LE vac repair	HH vac supplies & repair	186.20
0000121335	03/25/2024	EDWARDS BUSINESS SYSTEMS	print management services		125.10
0000121336	03/25/2024	FRY, KELLI	student transportation		278.72
0000121337	03/25/2024	G.R. MITCHELL INC.	HS wood tech supplies	maint supplies	57.01
0000121338	03/25/2024	GROFF, JACK	HS parking permit refund		10.00
0000121339	03/25/2024	GUARDIAN CSC	water treatment - quarterly		2,782.25
0000121340	03/25/2024	H & F TIRE SERVICE	balance van tires		67.92
0000121341	03/25/2024	HARTL, RICHARD E.	officiating - 1/18 boys b-ball, 7th gr, 7/8 gr & varsity		209.00
0000121342	03/25/2024	HUMAN KINETICS	athletic supplies		1,354.01
0000121343	03/25/2024	JACKSON, JEFFREY L.	constable - band concert		105.00
0000121344	03/25/2024	JANNONE, DILLON	HS parking permit refund		10.00
0000121345	03/25/2024	KEENAN ASSOCIATES	express scripts - March		2,709.30
0000121346	03/25/2024	KING, AMOS J	2020 real estate refund - change of assessment		426.32
0000118935	12/21/2022	KING, AMOS J	2020 real estate refund - change of assessment		(426.32) V
0000121347	03/25/2024	LANCASTER GENERAL HEALTH	drug screening- employees & random		1,359.00
0000121348	03/25/2024	LANCASTER-LEBANON INT. UNIT 13	speech, occup & phys therapy svcs - Jan	job training - Feb	47,368.12
0000121349	03/25/2024	LOWE'S COMPANIES INC	vo ag supplies	HS tech lab supplies	447.52
0000121350	03/25/2024	LSSD - CAFETERIA ACCOUNT	substitute teachers lunches - February	water bottles	672.26
0000121351	03/25/2024	LUGO, JUSTICE	HS parking permit refund		10.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000121352	03/25/2024	M J EARL	HS custodial supplies	MM custodial supplies	509.80
0000121353	03/25/2024	MCGRAW-HILL LLC	ESSER III - Language for Learning		1,981.62
0000121354	03/25/2024	MEDCO SUPPLY COMPANY	to be reimb - student		165.37
0000121355	03/25/2024	NCS PEARSON INC	DAS II Update		587.69
0000121356	03/25/2024	NOLT'S AUTO PARTS INC	auto supplies	batteries	23.25
0000121357	03/25/2024	OFFICE BASICS INC.	admin office supplies	HH teaching supplies	52.09
0000121358	03/25/2024	PMEA	conference registration - All-State Chorus - Welchans		210.00
0000121359	03/25/2024	PMEA	All-State Chorus registrations		798.00
0000121360	03/25/2024	PPL ELECTRIC UTILITIES	electric transp - campus	electric transp - Walnut Run	3,102.27
0000121361	03/25/2024	PPL ELECTRIC UTILITIES	electric transp - early childhood		72.65
0000121362	03/25/2024	QUARRYVILLE AGWAY INC	field drying agent		956.00
0000121363	03/25/2024	RHOADS ENERGY CORP	diesel fuel - transportation		9,658.39
0000121364	03/25/2024	ROBERTS OXYGEN COMPANY INC	annual tank renewal - vo ag	oxygen tank parts	1,076.93
0000121365	03/25/2024	RODRIGUEZ, THANNIA E.	ESL - translations		247.14
0000121366	03/25/2024	RON HENRYS AUTO REPAIR PARTNERS	emissions testing		25.57
0000121367	03/25/2024	SCHOLASTIC INC.	Science World - Wieand		329.67
0000121368	03/25/2024	SCHOOL HEALTH CORPORATION	oxygen tank parts - district		31.90
0000121369	03/25/2024	SHULTZ TRANSPORTATION COMPANY	transportation - February		114,076.13
0000121370	03/25/2024	SOCCER POST	boys lacrosse supplies		725.00
0000121371	03/25/2024	TOLEDO PHYS ED SUPPLY	HS phys ed supplies		59.95
0000121372	03/25/2024	TRIANGLE COMMUNICATIONS INC	2 radios for MM		867.50
0000121373	03/25/2024	VALLEY FORGE EDUCATIONAL SERVICES	nursing services		127.50
0000121374	03/25/2024	VERDAK, BIBI SEIDE	ESL - translations		64.70
0000121375	03/25/2024	WEINSTEIN SUPPLY CORPORATION	maint parts		391.47
0000121376	03/25/2024	WIESER EDUCATIONAL INC.	ESL supplies		476.00
0000121377	03/25/2024	WIZARD LOCK & SAFE CO.	supplies		97.25
0000121378	03/26/2024	DIRECT ENERGY BUSINESS	electric - early childhood		319.87
0000121379	03/26/2024	DIRECT ENERGY BUSINESS	electric - campus	electric - stadium sign	29,537.68
0000121380	04/03/2024	ADVANCE AUTO PARTS	brake pads & rotor		207.37
0000121381	04/03/2024	AT&T MOBILITY	district cell phone charges		3,698.34
0000121382	04/03/2024	AUKAMP BONNIE	dental reimb		130.00
0000121383	04/03/2024	B&B INTEGRATIONS	HS clock		207.00
0000121384	04/03/2024	BSN SPORTS	HS supplies	pole vault standards	1,782.50
0000121385	04/03/2024	CAPP INC	HVAC part		78.83
0000121386	04/03/2024	COMCAST CABLE	additional outlets - HS		56.00
0000121387	04/03/2024	DAVID H FRIEDRICH, JR.	census production		6,393.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000121388	04/03/2024	DICK BLICK	MM art supplies		780.11
0000121389	04/03/2024	DIXIE LAND ENERGY	gas at WLT for vans		3,985.22
0000121390	04/03/2024	ERIC ARMIN INC	calculators - MM math		575.70
0000121391	04/03/2024	HANSEN, LAURA	FBI volunteer reimbursement		25.25
0000121392	04/03/2024	LANCASTER TROPHY HOUSE	Male & Female Athlete of the Year plaques		80.00
0000121393	04/03/2024	LANCASTER-LEBANON INT. UNIT 13	supplemental spec ed contract	Frontline - Applicant Tracking	47,695.19
0000121394	04/03/2024	LEGACY LANDSCAPE MATERIALS INC	limesto		177.60
0000121395	04/03/2024	LSEA	DED: Union Dues - Pay Date: 3/1/2024		15,418.79
0000121396	04/03/2024	RHOADS ENERGY CORP	diesel fuel - transportation		9,290.36
0000121397	04/03/2024	SCHOOL OUTFITTERS	tech lab chairs		313.56
0000121398	04/03/2024	SID HARVEY INDUSTRIES INC.	maint part		320.40
0000121399	04/03/2024	SINGLEWIRE SOFTWARE	software		728.00
0000121400	04/03/2024	SWARR, MELISSA	dental reimb		2,700.00
0000121401	04/03/2024	TOUCH MATH LLC	ESSER III - math supplies		6,087.20
0000121402	04/03/2024	U.S. POSTMASTER	postage stamps - HS	postage stamps - LE	418.00
0000121403	04/03/2024	UNITED WAY OF LANCASTER COUNTY	DED: United Way - Pay Date: 3/1/2024	DED: United Way - Pay Date: 3/15/2024	283.76
0000121404	04/03/2024	ZUCK, CHARLES A.	graduation sound system - deposit		1,089.50
D000317190	04/03/2024	ALLEN-GORDON CAROL	vision reimb		185.00 <i>D</i>
D000317191	04/03/2024	BAKER ADRIAN	HS wood tech supplies		15.14 <i>D</i>
D000317192	04/03/2024	BAYLOR TIMOTHY	dental reimb		183.00 <i>D</i>
D000317193	04/03/2024	BEERS JENNIFER D	vision reimb		275.98 <i>D</i>
D000317194	04/03/2024	BLAIR, EMILIE J	dental reimb		443.00 <i>D</i>
D000317195	04/03/2024	BLOSE MATTHEW A	dental reimb	vision reimb	401.00 <i>D</i>
D000317196	04/03/2024	BONGIOVANNI, LYNN E	dental reimb		209.00 <i>D</i>
D000317197	04/03/2024	BURKHART, MEGAN E	vision reimb		91.00 <i>D</i>
D000317198	04/03/2024	BYRNES JARED M	dental reimb		1,009.20 <i>D</i>
D000317199	04/03/2024	CANTY MICHAEL J.	tuition reimb		1,620.00 <i>D</i>
D000317200	04/03/2024	COLVIN DANIEL G	dental reimb		553.00 <i>D</i>
D000317201	04/03/2024	CRAWFORD AUDRA	tuition reimb		1,620.00 <i>D</i>
D000317202	04/03/2024	DIETRICH, CYNTHIA N	dental reimb		195.00 <i>D</i>
D000317203	04/03/2024	DIFFENDARFER, MICHELLE	MM phys ed supplies		134.54 <i>D</i>
D000317204	04/03/2024	FARGO, JENNA M	dental reimb		367.00 <i>D</i>
D000317205	04/03/2024	FEENEY BENJAMIN	vision reimb		145.00 <i>D</i>
D000317206	04/03/2024	FEHRENBACHER LAURA	dental reimb		199.00 <i>D</i>
D000317207	04/03/2024	FELIX, JENNIFER	dental reimb		310.00 <i>D</i>
D000317208	04/03/2024	GERLACH ROY A.	dental reimb		358.00 <i>D</i>

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000317209	04/03/2024	GILBERT, CAITLIN M	dental reimb		258.05 <i>D</i>
D000317210	04/03/2024	GROFF, TANYA L	dental reimb		191.00 <i>D</i>
D000317211	04/03/2024	GROVE KARA	dental reimb		163.00 <i>D</i>
D000317212	04/03/2024	HAKE KIMBERLY	vision reimb		200.00 <i>D</i>
D000317213	04/03/2024	HANCOCK, CHELSEA	vision reimb		205.00 <i>D</i>
D000317214	04/03/2024	HARNISH CINDY	dental reimb		225.00 <i>D</i>
D000317215	04/03/2024	HART CLAUDINE	dental reimb		494.00 <i>D</i>
D000317216	04/03/2024	HEETER BRADLEY	dental reimb		843.00 <i>D</i>
D000317217	04/03/2024	HENRY CHRISTI L	dental reimb		547.00 <i>D</i>
D000317218	04/03/2024	HOSTETTER BETH A.	dental reimb	vision reimb	1,580.00 <i>D</i>
D000317219	04/03/2024	HOUCK JEFFREY S	vision reimb		369.98 <i>D</i>
D000317220	04/03/2024	JAMIESON AMY A	dental reimb		215.00 <i>D</i>
D000317221	04/03/2024	JEFFREY G PICKEL JR	tuition reimb		1,620.00 <i>D</i>
D000317222	04/03/2024	JOHNSON JOAN	vision reimb		331.15 <i>D</i>
D000317223	04/03/2024	KEEFER JUSTIN E	tuition reimb		1,275.00 <i>D</i>
D000317224	04/03/2024	KINERT, AMANDA R	vision reimb		324.28 <i>D</i>
D000317225	04/03/2024	KIRKWOOD, SAMANTHA	tuition reimb		2,250.00 <i>D</i>
D000317226	04/03/2024	KRASNAI ED	dental reimb	vision reimb	616.10 <i>D</i>
D000317227	04/03/2024	KREBS MARSHALL C	lacrosse supplies		109.99 <i>D</i>
D000317228	04/03/2024	KRULOCK, KENDALL R	tuition reimb		3,150.00 <i>D</i>
D000317229	04/03/2024	KURTZ, JONATHAN S	dental reimb		241.00 <i>D</i>
D000317230	04/03/2024	LANCASTER, PATRICIA	dental reimb		194.00 <i>D</i>
D000317231	04/03/2024	LUCARINO MARY L	dental reimb		318.00 <i>D</i>
D000317232	04/03/2024	MAZZITTI & SULLIVAN EAP SERVICES	qtrly employee assistance program		1,652.00 <i>D</i>
D000317233	04/03/2024	MCCANNA CHRISTY	dental reimb		120.00 <i>D</i>
D000317234	04/03/2024	MCCRABB JENNIFER LYNN	dental reimb		96.00 <i>D</i>
D000317235	04/03/2024	NEW STORY LLC	tuition		37,240.00 <i>D</i>
D000317236	04/03/2024	ORNDORFF JOHNNA R	dental reimb		71.75 <i>D</i>
D000317237	04/03/2024	PAULINELLIE HEIDI	tuition reimb		1,620.00 <i>D</i>
D000317238	04/03/2024	PEART KEVIN S.	dental reimb		1,074.00 <i>D</i>
D000317239	04/03/2024	POTTER JACLYN	dental reimb		123.24 <i>D</i>
D000317240	04/03/2024	RANCK, KATHERINE L	Briggs & Stratton instructor school		75.00 <i>D</i>
D000317241	04/03/2024	RIEHL JOSHUA A	dental reimb		125.00 <i>D</i>
D000317242	04/03/2024	RIMERT, JENNIFER M	tuition reimb	vision reimb	3,083.21 <i>D</i>
D000317243	04/03/2024	RIVER ROCK ACADEMY, LLC	2 slots at River Rock		6,304.43 <i>D</i>
D000317244	04/03/2024	ROSE, MONICA J	vision reimb		200.00 <i>D</i>

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000317245	04/03/2024	RUSSELL MELISSA	dental reimb		969.00 <i>D</i>
D000317246	04/03/2024	SAMBOL MICHELE	dental reimb	vision reimb	557.00 <i>D</i>
D000317247	04/03/2024	SAVOCA DEBRA A.	dental reimb		283.00 <i>D</i>
D000317248	04/03/2024	SHAUBACH DALE R.	dental reimb		2,000.00 <i>D</i>
D000317249	04/03/2024	SIDOROV ABBEY E.	dental reimb		492.00 <i>D</i>
D000317250	04/03/2024	SMITH KIMBERLY B.	dental reimb		421.00 <i>D</i>
D000317251	04/03/2024	SNAVELY, RONALD P	vision reimb		373.00 <i>D</i>
D000317252	04/03/2024	SPROUT, REBECCA K	vision reimb		205.00 <i>D</i>
D000317253	04/03/2024	STAUFFER JODY	vision reimb		259.50 <i>D</i>
D000317254	04/03/2024	STOLTZFUS WENDY	vision reimb		111.02 <i>D</i>
D000317255	04/03/2024	STUMPF WILLIAM J	vision reimb		416.67 <i>D</i>
D000317256	04/03/2024	THE VISTA SCHOOL	tuition	transition services	18,588.83 <i>D</i>
D000317257	04/03/2024	THIBOLDEAUX JULIE A.	dental reimb		223.00 <i>D</i>
D000317258	04/03/2024	TITTER ADAM	dental reimb		160.00 <i>D</i>
D000317259	04/03/2024	TUTEN, BENJAMIN T	dental reimb	vision reimb	581.02 <i>D</i>
D000317260	04/03/2024	US-RX CARE	pharmacy - mgmt program - March		2,668.25 <i>D</i>
D000317261	04/03/2024	WAGNER ALLISON	dental reimb		178.00 <i>D</i>
D000317262	04/03/2024	WEAVER JR. CLAYTON E	dental reimb		159.00 <i>D</i>
D000317263	04/03/2024	WELCHANS ERIK C	vision reimb		192.00 <i>D</i>
D000317264	04/03/2024	WHITE ERICA L	dental reimb		183.00 <i>D</i>
D000317265	04/03/2024	WILLIAMS MARY E	dental reimb		475.00 <i>D</i>
D000317266	04/03/2024	WILLIG CHRISTINE	dental reimb		163.00 <i>D</i>
D000317267	04/03/2024	WILLIG, NATALIE C	dental reimb		187.00 <i>D</i>
D000317268	04/03/2024	WITMER, OLIVIA M	dental reimb		235.00 <i>D</i>
D000317269	04/03/2024	YOWLER MELISSA	dental reimb		852.00 <i>D</i>
D000317270	04/03/2024	ZIMMERMAN, HOPE L	dental reimb	HS home ec groceries	459.39 <i>D</i>
D000317271	04/03/2024	ZURN ADAM	dental reimb		32.00 <i>D</i>
* DELAGE0307	03/07/2024	DE LAGE LANDEN PUBLIC FINANCE LLC	Copier Lease		3,222.12
* EHCC032624	03/26/2024	EHCC	EHCC - Stop Loss Premium		42,046.64
* EXPSCR0326	03/26/2024	EXPRESS SCRIPTS	Express Scripts - Claims 3/1-3/26		106,965.32
* FED0000301	03/01/2024	FEDERAL TAX PAYMENT SYSTEM	EE FED Pay Date: 3/1/2024	ER FICA Pay Date: 3/1/2024	233,136.57
* FED0000315	03/15/2024	FEDERAL TAX PAYMENT SYSTEM	EE FED Pay Date: 3/15/2024	ER FICA Pay Date: 3/15/2024	243,590.86
* FULTLS0305	03/05/2024	FULTON BANK N.A.	Lease - 20/21 Laptops		54,934.80
* HSA0000315	03/15/2024	HEALTH EQUITY	DED: HSA Contr - Pay Date: 3/15/2024		14,225.64
* LUMNRE0229	02/29/2024	LUMINARE HEALTH BENEFITS INC.	Luminare - Claims 2/28-2/29	Luminare - Flex Claims 2/28-2/29	49,971.91
* LUMNRE0326	03/26/2024	LUMINARE HEALTH BENEFITS INC.	Luminare - Claims 3/1-3/26	Luminare - Flex Claims 3/1-3/26	137,055.61

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* PAT0000301	03/01/2024	PA DEPARTMENT OF REVENUE	EE STPA Pay Date: 3/1/2024		30,931.21
* PAT0000315	03/15/2024	PA DEPARTMENT OF REVENUE	EE STPA Pay Date: 3/15/2024		32,320.16
* PENS000301	02/28/2024	PENSERV PLAN SERVICES INC.	DED: ROTH AXA - Pay Date: 3/1/2024	DED: 403B Sec Life - Pay Date: 3/1/2024	14,761.01
* PENS000315	03/08/2024	PENSERV PLAN SERVICES INC.	DED: ROTH AXA - Pay Date: 3/15/2024	DED: 403B Sec Life - Pay Date: 3/15/2024	14,763.80
* PNC0030424	03/04/2024	PNC BANK N.A.	Procurement Card Purchases		24,347.37
* PSR0001231	03/22/2024	PUB SCH EMPLOYES RETIREMENT	ER RETP Pay Date: Q4 2023		2,035,383.86
* SCD0000301	03/01/2024	PA SCDU	DED: Child Support - Pay Date: 3/1/2024		1,293.13
* SCD0000315	03/15/2024	PA SCDU	DED: Child Support - Pay Date: 3/15/2024		1,293.13
* TCF0030824	03/08/2024	TCF Capital Solutions	Lease - 2019 Ford Transit Van		545.89
* TCF0031124	03/11/2024	TCF Capital Solutions	Lease - 2020 Ford Transit Van		571.91
* TCF0031924	03/19/2024	TCF Capital Solutions	Lease - 2019 Ford Transit Van		545.89
* TRUIST0229	02/29/2024	TRUIST BANK	Bank Fees - Truist		498.58
* VOYA000301	03/01/2024	VOYA - PSERS	EE PSERS DC Contributions	ER PSERS DC Contributions	5,829.16
* VOYA000315	03/15/2024	VOYA - PSERS	EE PSERS DC Contributions	ER PSERS DC Contributions	6,414.06
3,822,548.60					
Grand Total All Funds					3,822,548.60
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					107,242.72
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					3,054,648.63
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					660,657.25
Grand Total Virtual Payments					0.00
Grand Total All Payments					3,822,548.60

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA ACCOUNT **Payment Dates:** 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000007953	03/04/2024	K & D FACTORY SERVICE INC.	MM Steamer Deposit	Walkin Repair HS	29,721.46
0000007954	03/11/2024	COOPER PRINTING INC.	Uniform Shirts		364.00
0000007955	03/11/2024	CRUMP, KIMBERLY	Reissue check for refund		16.00
0000007956	03/11/2024	DOMINOS PIZZA	Feb Domino's Pizza		2,334.75
0000007957	03/11/2024	EDWARDS BUSINESS SYSTEMS	FSD Office copier Feb		5.17
0000007958	03/11/2024	FEESERS INC.	HS Food	MM Food	38,333.12
0000007959	03/11/2024	GILBERT CONSULTING LLC	PE Work/Beazley		2,520.00
0000007960	03/11/2024	GILBERT CONSULTING LLC	Admin Review Prep CB	Brenchley ServSafe	2,040.00
0000007961	03/11/2024	HERSHEY CREAMERY CO.	MM Ice Cream		286.08
0000007962	03/11/2024	K & D FACTORY SERVICE INC.	HH Freezer	HH O/S Freezer	6,947.47
0000007963	03/11/2024	MCCLUNE, LEROY	Reissue check for refund		36.05
0000007964	03/11/2024	MORIBITO BAKING CO INC	2/20-26 HS Bread	2/20-26 MM Bread	1,121.86
0000007965	03/11/2024	NARDONE BROS BAKING CO INC	MM Pizza	HH Pizza	1,042.26
0000007966	03/11/2024	PETTY CASH	HS Food pc	HH Food pc	214.16
0000007967	03/11/2024	SCHEID PRODUCE INC.	2/26-29 HH Produce	2/20-23 HS Produce	4,151.25
0000007968	03/11/2024	SERENA A. KIRCHNER INC	HS Sparkling Ice		903.50
0000007969	03/11/2024	SINGER EQUIPMENT COMPANY	Cleaning chemicals		2,499.41
0000007970	03/11/2024	SWISS DAIRY	2/22-29 HH Milk	2/20-29 MM Milk	4,137.34
0000007971	03/11/2024	TELE-PEST INC.	HS Pest Control	HH Pest control	196.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA ACCOUNT Payment Dates: 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

51 - FOOD SERVICE/CAFETERIA	96,869.88
Grand Total All Funds	96,869.88
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	96,869.88
Grand Total Virtual Payments	0.00
Grand Total All Payments	96,869.88

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE ACCT **Payment Dates:** 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004555	03/12/2024	K & D FACTORY SERVICE INC.	walk in freezer work - cap reserve		7,585.53
0000004556	03/12/2024	RISK PROGRAM ADMINISTRATORS	Builder's Risk Insurance - critical capital projects		1,259.00
0000004557	03/25/2024	CRABTREE ROHRBAUGH & ASSOCIATES INC.	professional services - MM - cap reserve	professional services - early childhood - cap reserve	94,801.58
0000004558	03/26/2024	LANCASTER COUNTY PLANNING COMMISSION	County Review Fee - MM - cap reserve		130.00
0000004559	03/26/2024	WEST LAMPETER TOWNSHIP	application fee - MM cap reserve		500.00
0000004560	03/26/2024	WEST LAMPETER TOWNSHIP	escrow - MM - cap reserve		5,000.00
32 - Capital Reserve					109,276.11
Grand Total All Funds					109,276.11
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					109,276.11
Grand Total Virtual Payments					0.00
Grand Total All Payments					109,276.11

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAPITAL PROJECTS FUND **Payment Dates:** 03/06/2024 - 04/03/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001153	03/14/2024	ECI CONSTRUCTION LLC	construction - early childhood		499,025.01
0000001154	03/14/2024	FREY LUTZ	HVAC work - early childhood		65,838.80
0000001155	03/14/2024	JAY R REYNOLDS INC	plumbing work - early childhood		3,419.72
0000001156	03/14/2024	MCCARTY & SON INC.	electrical work - early childhood		226,450.73
0000001157	03/14/2024	QUALITY ASSURANCE PLUS, INC.	professional services - early childhood		986.84
0000001158	04/03/2024	MBCC LLC	rep services - early childhood		2,550.00
39 - Capital Projects					798,271.10
Grand Total All Funds					798,271.10
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					798,271.10
Grand Total Virtual Payments					0.00
Grand Total All Payments					798,271.10

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment



Date	Transaction Description	Debit	Credit	Balance
2/27/2024	Beginning Balance in ArbiterPay Account			6,210.30
3/18/2024	Upload Funds into ArbiterPay (EFT)		5,000.00	
3/6/2024	Lampeter-Strasburg High School, 12/19/2023, Group 107658, Game 670115, 7:00 PM, Game Fee \$176.00, Randy O'Connell	176.00		
3/13/2024	Lampeter-Strasburg High School, 3/12/2024, Group 105178, Game 1235204534, 4:00 PM, Game Fee \$44.55, Tim Crowther	44.55		
3/13/2024	Lampeter-Strasburg High School, 3/12/2024, Group 105178, Game 1235204534, 4:00 PM, Game Fee \$44.55, Larry French	44.55		
3/13/2024	Lampeter-Strasburg High School, 3/12/2024, Group 105178, Game 1235204534, 4:00 PM, Game Fee \$44.55, Brian London	44.55		
3/13/2024	Lampeter-Strasburg High School, 3/12/2024, Group 105178, Game 1235204534, 4:00 PM, Game Fee \$44.55, Noah Weddigen	44.55		
3/13/2024	Lampeter-Strasburg High School, 3/12/2024, Group 105178, Game 1235204534, 4:00 PM, Game Fee \$44.55, LAWRENCE FRENCH	44.55		
3/20/2024	Lampeter-Strasburg High School, 3/19/2024, Group 102269, Game 519120, 4:15 PM, Game Fee \$62.25, Darrin Smith	62.25		
3/20/2024	Lampeter-Strasburg High School, 3/19/2024, Group 102269, Game 519120, 4:15 PM, Game Fee \$62.25, Greg Geist	62.25		
3/20/2024	Lampeter-Strasburg High School, 3/19/2024, Group 102269, Game 519119, 4:15 PM, Game Fee \$69.75, Ken Wright	69.75		
3/20/2024	Lampeter-Strasburg High School, 3/19/2024, Group 102269, Game 519119, 4:15 PM, Game Fee \$69.75, Stuart Shoemaker	69.75		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 102269, Game 518619, 4:15 PM, Game Fee \$93.00, Darrin Smith	93.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 105178, Game 1235202580, 4:00 PM, Game Fee \$177.00, Brian London	177.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 105178, Game 1235202580, 4:00 PM, Game Fee \$99.00, Daniel Gordon	99.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 103374, Game 484853, 4:15 PM, Game Fee \$83.00, Thomas Rinaldi	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 103374, Game 484853, 4:15 PM, Game Fee \$83.00, Chris Aukamp	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 103374, Game 484852, 4:15 PM, Game Fee \$93.00, James Fretts	93.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 103374, Game 484852, 4:15 PM, Game Fee \$93.00, Michael Schilpp	93.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 102269, Game 518620, 4:15 PM, Game Fee \$83.00, Keith Kauffman	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 102269, Game 518620, 4:15 PM, Game Fee \$83.00, Randy Sheaffer	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/22/2024, Group 102269, Game 518619, 4:15 PM, Game Fee \$93.00, William Trites	93.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 105178, Game 1235202599, 4:00 PM, Game Fee \$99.00, Christopher Bilger	99.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 105178, Game 1235202599, 4:00 PM, Game Fee \$99.00, Brian London	99.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 105178, Game 1235202599, 4:00 PM, Game Fee \$99.00, Dan Mentzer	99.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 103374, Game 485322, 4:15 PM, Game Fee \$83.00, RICHARD-(RICK) VELEZ	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 103374, Game 485322, 4:15 PM, Game Fee \$83.00, Matthew Sipel	83.00		
3/25/2024	Lampeter-Strasburg High School, 3/20/2024, Group 103374, Game 485321, 4:15 PM, Game Fee \$93.00, Joseph Webb	93.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 111370, Game 585421, 4:00 PM, Game Fee \$98.00, John Jabour	98.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 111370, Game 585421, 4:00 PM, Game Fee \$98.00, Craig Ausel	98.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 103374, Game 484494, 4:15 PM, Game Fee \$83.00, RICHARD-(RICK) VELEZ	83.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 103374, Game 484494, 4:15 PM, Game Fee \$83.00, Darrin Lambert	83.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 103374, Game 484493, 4:15 PM, Game Fee \$93.00, Todd Zimmerman	93.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 103374, Game 484493, 4:15 PM, Game Fee \$93.00, James Herr	93.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 105178, Game 1235200166, 4:00 PM, Game Fee \$99.00, Christopher Snyder	99.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 105178, Game 1235200166, 4:00 PM, Game Fee \$99.00, Joe GEBHARD	99.00		
3/26/2024	Lampeter-Strasburg High School, 3/25/2024, Group 105178, Game 1235200166, 4:00 PM, Game Fee \$99.00, LAWRENCE FRENCH	99.00		
	Total Payments to Officials - 2/28/2024 - 3/26/2024	3,043.75		
	Processing Fees (Switched to Annual Payments on 9/15/2023 - No Additional Processing Fees for Remainder of 23/24)	-		
	Total Paid from ArbiterPay Account	3,043.75		
3/26/2024	Ending Balance in ArbiterPay Account			8,166.55

PHYSICAL THERAPY AGREEMENT

Lampeter-Strasburg School District (hereby referred to as "School District"), 1600 Book Road, Lancaster, PA, 17602 and TherAbilities, Inc. (hereby referred to as "TherAbilities"), 4210 Linglestown Road, Harrisburg, PA 17112 hereby agree to the following:

TherAbilities agrees to provide school-based physical therapy services to New Story, Mountville during the 2024-2025 school year. The terms of this agreement are for up to **50 hours** at the rate of **\$92.00** per hour. School District will be notified no later than August 2, 2024 should TherAbilities be unable to retain qualified physical therapy personnel so that both parties may determine how to proceed. School year physical therapy services will not continue past **June 13, 2025**. After this time, procedures for summer billing and/or non-routine services go into effect as outlined below.

TherAbilities agrees to furnish qualified and licensed physical therapy personnel to the School District. The therapy personnel will maintain all clearances required to practice in Pennsylvania schools. TherAbilities will maintain malpractice insurance with minimum limits of \$1,000,000/occurrence and \$3,000,000 aggregate. Documentation of licensure and clearance copies will be made available to School District upon request. TherAbilities will provide physical therapy personnel to School District who are not employees of the School District and as such are in no way entitled to be covered by terms and conditions of any collective bargaining agreement, other employment agreement, benefits, or coverage under School District worker's and unemployment compensation. TherAbilities will provide physical therapy personnel that are not suspended, debarred, or otherwise excluded from doing work for a public school district and/or government agency. Should school district hire its own physical therapy personnel at any time during the 2024-2025 school year, School District agrees to fulfill this agreement with TherAbilities in full. School district also agrees that it will not attempt to hire any TherAbilities' staff members for at least 18 months after the end of this agreement or any subsequent agreement.

School district personnel agree to coordinate physical therapy services in accordance with federal and state regulations governing educational services. Physical therapy services shall be delivered to students in accordance with federal and state regulations governing educational services. The physical therapy services shall include evaluation, consultation, documentation, direct, and virtual student therapeutic services. Student specific equipment shall be the financial responsibility of School District. Team meetings will be attended as the therapy personnel's schedule permits. Documentation will be provided to School District for distribution according to district procedures.

Additional physical therapy service time during the school year can be provided at the mutual consent of both parties, providing that physical therapy personnel are available to deliver such services. Non-routine physical therapy includes services for non-public, private, alternate school placements, preschool/transition, extended school year (ESY), home-bound students, high priority cases, and/or representation at mediation or legal proceedings. These non-routine therapy services can be scheduled with the mutual consent of both School District and TherAbilities. Non-routine hours will be billed on a periodic basis at the rate of **\$104.00** per hour, along with any necessary and reasonable travel reimbursement.

The School District agrees to pay TherAbilities **\$92.00** per hour for Physical Therapy Services provided during the school year as outlined in this agreement. Invoices will be sent periodically based on utilization of services. **Accounts not paid within invoice terms are subject to a 5% monthly finance charge.**

The terms of this agreement will remain in effect during the 2024-2025 school year. This agreement may be amended by written agreement and mutual consent of both parties. This agreement and all disputes in regards to its interpretation shall be governed by Pennsylvania Law. This is the entire agreement between the parties.

BY SIGNING THIS DOCUMENT, BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS AGREEMENT:


TherAbilities Representative

School District Representative

Date: March 19, 2024

Date _____

Lancaster-Lebanon Intermediate Unit 13 2024-2025 General Operating Budget Proposal

1020 New Holland Avenue
Lancaster, PA 17601

717-606-1600
www.iu13.org

IU13 is an equal opportunity education institution.



LANCASTER-LEBANON INTERMEDIATE UNIT 13

General Operating Budget

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LANCASTER-LEBANON INTERMEDIATE UNIT 13

Lancaster-Lebanon IU13 Board of Directors 2023-2024 Board Meeting March 13, 2024

Dr. Joseph Fullerton, President	Penn Manor
Nikki Rivera, Vice President	Manheim Township
Ronald Melleby, Treasurer	Donegal
Gina L. Brillhart, Secretary (non-voting)	IU13
Dr. Kathleen Blouch	Annville-Cleona
Brett Buckwalter	Cocalico
Ryan Sexton	Columbia Borough
Idette Groff	Conestoga Valley
Susan Dieffenbach	Cornwall-Lebanon
Paul Irvin	Eastern Lancaster County
Raymond Ondrusek	Eastern Lebanon County
Lynda Shrum	Elizabethtown Area
Tim Stauffer	Ephrata Area
Charles Merris, Jr.	Hempfield
Melissa Herr	Lampeter-Strasburg
Luis Morales	Lancaster
Robert Okonak	Lebanon
Amy Beachy	Manheim Central
Staci Murray	Northern Lebanon
Jill Martin	Palmyra Area
Michael Fisher	Pequea Valley
Craig Chubb	Solanco
Daniel Woolley	Warwick

Lancaster-Lebanon IU13 Administration

Matthew Stem	Executive Director
Gina L. Brillhart	Assistant to the Executive Director-CFO
Philip (Flip) Steinour	Assistant to the Executive Director-COO
Sherry Zubeck	Director, Early Childhood and Special Education Services
Dr. Joey Bertrand	Director, Instructional Services
Tim Laubach	Director, Technology Services
Dr. Angela Kirby	Director, PaTTAN Harrisburg

MESSAGE FROM THE EXECUTIVE DIRECTOR

At IU13, our mission is to provide service, support, and solutions that make a difference to all learners and our communities. Central to that mission is the caring, competent, and reliable collaboration with our 22 school districts in Lancaster and Lebanon counties. As an education service agency, we seek to meet the ever-changing needs of member school districts, ranging from classroom programs for students with disabilities to the collaborative purchase of energy and school supplies. In every case, we are here to serve you and to be an asset to your district missions. Our goal is always to enhance student learning and our partnership has even greater importance as we work together to respond and find solutions to the new needs, challenges and opportunities facing us today.

The Lancaster-Lebanon Intermediate Unit 13's 2024-25 General Operating Budget Proposal reflects a strong commitment to reduce costs where possible and to avoid expenditures where feasible.

The **General Operating Budget - Core Program of Services** totaling \$2,101,869 reflects a 2.2% increase in expenditures. IU13 remains committed to reducing, avoiding, and minimizing increases to costs by maximizing revenues generated from the administration of competitive grants, and leveraging grant funds to enhance services to member school districts, provide value-added services, and support IU13 operations. There is **no direct assessment** to member school districts for this budget.

The **General Operating Budget - Instructional Media Services (IMS)** totaling \$1,323,482 reflects a 1.95% increase in expenditures. This increase includes annual adjustments to salaries, benefit costs, plus small adjustments to personnel allocations. Total District Contributions reflect a 2.0% increase.

The budget enclosed within this document has been recommended for approval by Lancaster and Lebanon County School District Superintendents and the Lancaster-Lebanon Intermediate Unit 13 Board of Directors and is presented to each district board for review and approval. As you consider this budget, we thank you for your continued support of Lancaster-Lebanon Intermediate Unit 13. By working together, we have developed programs to meet the needs of students and school districts while achieving efficiency and cost savings.

It is the pleasure of IU13 to serve you. We look forward to working together and making a difference through our call to "Work Worth Doing" by cultivating the conditions for trust and unity within our education systems and communities, to ensure that all learners are well served.



Matthew S. Stem
Executive Director

Lancaster-Lebanon IU13

General Operating Budget (GOB) Adoption Process

The Intermediate Unit budget adoption process shall occur in the following sequence:

1. Review and first reading of proposed GOB by the Intermediate Unit Board.
2. Review of the proposed GOB with the Advisory Council of Superintendents.
3. Notice given that the proposed GOB is available for public inspection.
4. Board approval of the proposed GOB at its regular meeting, and recommendation that the budget be approved by the IU13 component school districts and the school directors of the IU13 component school districts.
5. Distribution of copies of GOB packet to each Board member of component school districts for approval.
6. School district Boards and school district directors shall act on the IU13 General Operating Budget.
7. Following approval by a majority of the component school district boards and the school directors of the component school districts, the Executive Director shall file the approved GOB with the Pennsylvania Department of Education.
8. Final Board approval of all programs of services budgets annually in June as part of its Strategic Business Units and Support Services Units budget adoption process.

Lancaster-Lebanon Intermediate Unit 13

Proposed General Operating Budget

2024-2025

Background and Summary of Services

Public School Code of 1949 outlines the process an intermediate unit follows for approval of its General Operating Budget and identifies the core services to be provided: (i) curriculum development and instructional improvement services; (ii) educational planning services; (iii) instructional materials services; (iv) continuing professional education services; (v) pupil personnel services; (vi) State and Federal agency liaison services; and (vii) management services.

At Lancaster-Lebanon Intermediate Unit 13 (IU13), the General Operating Budget estimates the cost of operating and administering our Program of Services and consists of two components:

1. The **Core Program of Services (CPS) Budget** in the amount of **\$2,101,869** includes resources for organizational leadership, board and community relations, administrative services, and instructional supports to our 22 member school districts. The 2024-25 CPS Budget includes an increase of \$45,163 or 2.20%.
2. The **Instructional Media Services (IMS) Budget** in the amount of **\$1,323,482** provides instructional media and materials, digital resources, courier services among schools, and consultation and training in instructional technology integration. The 2024-25 IMS Budget includes an increase of \$25,339 or 1.95%.

The General Operating Budget is reviewed with the IU13 Superintendents' Advisory Council and approved by the IU13 Board of Directors for recommendation to the local school boards for approval. Weighted votes will be summarized and submitted to the Pennsylvania Department of Education by May 1st. The General Operating Budget represents approximately 1.6% of the total enterprise-level IU13 budget and is formally adopted by the IU13 Board as part of the Strategic Business Unit and Support Services Unit budget process in June.

We operate over 175 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately \$215 million. A listing of the ten strategic business units and the proposed programs administered under each unit is included in this packet on pages 15-17. The IU13 Board of Directors approves the budgets for all programs administered by IU13 as part of the annual budget adoption process. These programs include marketplace fee-for-service programs, consortium programs, membership programs, federal grants, and state allocations/grants. A more detailed description of our strategic business units and the programs offered by each unit is available in a companion document titled, "IU13 Programs and Services." The companion document is updated each year in June as part of the enterprise-level budget adoption process and posted on our website at <https://www.iu13.org>.

Local school districts exercise their option to participate in the various marketplace and consortium programs based on their needs. Each consortium budget is developed with member input and contracts for service are approved by participating school districts and the IU13 Board of Directors. Our efforts to meet the ever-changing needs and expectations of our member school districts and other key customers are supported by a 5-year plan that includes a mission to provide services, supports, and solutions that make a difference to all learners in our community, and a vision for working together and making a difference through our call to "Work Worth Doing" by cultivating the conditions

for trust and unity within our education systems and communities, to ensure that all learners are well served, focusing on:

- Educational Services
- Technical Assistance
- Developing Leaders
- Convening and Connecting
- Building Organizational Resilience

We continually seek avenues to increase efficiency and to save money in our own operations as well as for our member school districts. Each year, we pursue opportunities to increase funding for general operations by aggressively pursuing competitive grants, administering state initiatives, and delivering marketplace services. Since the Intermediate Unit Operating Subsidy line item was eliminated from the Commonwealth budget in 2012, the Pennsylvania Department of Education has charged intermediate units to become entrepreneurial. At IU13, we have been intentional about becoming more entrepreneurial, and have implemented programs and structures to encourage and support innovation and stewardship. Our efforts include a focus on the voice of the customer, a commitment to inspiring innovation, a discipline of project management processes and tools, and a system to support lean design strategies. IU13's commitment to expanding its entrepreneurial offerings benefits our member school districts by providing funds and leveraging resources to enrich and enhance our programs and services.

The General Operating Budget is comprised of six functional areas: Enterprise Leadership - Executive Director's Office, Business Services, Human Resources Services, Early Childhood and Special Education Services, Technology Services, and Instructional Services.

The Executive Director's Office is responsible for enterprise-level leadership and coordinates the monthly meetings and agendas of the IU13 Board of Directors, hosts the monthly meeting of the Superintendents' Advisory Council, supports services to other district leaders, and sponsors sessions where current programs are discussed and planning for future activities and initiatives occur. Our annual elevated commitments and action items are a result of the planning done at this level. The Executive Director's Office also provides community relations support for districts through a public relations consortium. The Executive Director's Office supports formation of legislative priorities in collaboration with the 22 member school districts and others specific to the IU. New board member orientation, legislative liaison services, and administrator searches are also offered based on interest.

Central Services, including the administration of state and federal agency liaison services, management services and organizational leadership, are included in the budget. The Executive Director, Assistant Executive Director, Assistant to the Executive Director - COO, Assistant to the Executive Director - CFO, Director of Instructional Services, Director of Technology Services, and Director of Early Childhood and Special Education Services all contribute to this work.

The **Business Services** staff is responsible for the overall financial management and accounting for the organization, including budget development, grant compliance, procurement practices, and implementation of the organization's Comprehensive Business Plan. The Business Services staff is also responsible for the coordination of the Workers' Compensation and Property/Casualty Insurance Pools, and collaborative services initiatives resulting in substantial savings for member districts through bulk buying of materials and supplies. In addition, the IU coordinates a consortium for the procurement of energy that results in savings of the costs for natural gas, electricity, and bulk fuels, as well as several other collaborative services initiatives that provide cost-effective solutions for participating districts.

The **Human Resources Services** staff is responsible for recruiting, hiring, retention, payroll, and benefits activities/administration for IU13. Additionally, this staff provides labor management information

services and consulting services to districts on human resources and policy issues, and assists districts with regulatory management, interpreting new laws/Acts and how they can be put into practice. This department coordinates a substitute procurement and absence management program, an online service for wage, benefit, contracts, and organization charts. Human Resources Services coordinates emergency certification for substitutes and provides safety training. The Human Resources Services staff also supports the planning, prevention, and response to safety and crisis events within all school districts.

The **Early Childhood and Special Education Services** team is responsible for the delivery of services to young children (Early Head Start, Head Start in Lebanon County, Pre-K Counts, and Preschool Early Intervention) and district-referred school-age students in need of special education (center-based services, classroom services, itinerant teachers, speech and language therapy, occupational therapy, physical therapy, job training services, transition services, sensory impaired services, psychological services, and homebound instruction). In addition, the IU has leveraged a special education legal pool which member districts can join at a minimal cost. Membership includes direct access to a highly regarded special education attorney throughout the year for large-group professional development, updates on legal trends, and 1:1 consultation.

The **Technology Services** team is responsible for software, computer, network, and data systems administration services for IU13 (i.e., server administration for e-mail, web, network connectivity hardware, etc.). This department is also responsible for providing technical assistance to IU13 staff (administrators, specialists, and support staff) regarding uses of technology. In addition, the Technology Services team provides the following consortium and marketplace services to our member districts:

- Wide Area Network Connectivity
- IU13 Hosted Cloud Services
- Virtual Server Hosting
- Colocation Services
- Web Content Filtering
- Telecommunications Statewide Contract
- Discounted Technology Trainings
- Statewide Software Sales
- Technology Management Career Pathways
- Consultative Services
- Tech Talk Live Conference
- State Data Manager
- Managed Network Services
- Document Imaging and Retention Services
- Printing and Duplication Center Services

The **Instructional Services** Department provides innovative services that are evidence-informed to lead and support the work of learner-driven professionals. Teaching and learning-related solutions are offered to educators and administrators in the areas of curriculum, instruction, and educational technology, including supports in all core content areas. In addition, various job-alike collaboratives for curriculum coordinators, principals, and content area leaders are facilitated by the Instructional Services Department to support collegiality, networking, and peer-to-peer learning in Lancaster and Lebanon Counties. The Intermediate Unit's Student Services Program, Community Education Program, and Grant Services are also administered through Instructional Services.

The General Operating Budget - Core Program of Services is supported by interfund transfers derived from the central support cost allocations to local, state, and federal programs administered by the

Intermediate Unit, interest income, plus state reimbursement for Social Security and retirement costs related to salaries funded in the budget. Expenditures included in this budget are salaries, benefits, expenses, materials, and supplies. **There is no assessment to member school districts for the General Operating Budget – Core Program of Services.**

General Operating Budget - Instructional Media Services (IMS) are salaries, benefits, materials, and supplies in support of the following services:

- Courier service is provided to Lancaster and Lebanon public schools on a regular, weekly basis, as well as routes encompassing the nonpublic schools on a rotating basis. The courier service is housed in the IU13 Lancaster County office, running scheduled deliveries to the satellite offices.
- The IU13 IMS provides a wide range of instructional media, materials, and training for teachers and administrators.
- 60% of the budget covers the cost of instructional media licenses and materials requested by member districts. Media titles are available for educators to download or stream to their classrooms for instruction and staff development uses. In addition, teachers and students have access to virtual simulations and labs, cultural and educational databases, and a variety of digital instructional resources for all grade levels and all curriculum areas.
- Types of media available to educators include streaming media, video, digital resources, portable planetariums, and telepresence robotic systems. In addition, districts have access to OverDrive, an online library available with e-book titles that can be used by their students.

IMS staff provide services to schools related to the integration of instructional technology and digital media. Job-alike meetings are held for school district staff to support technology integration and solving technical issues. Further, the latest technological developments are discussed, and hands-on technology trainings are offered. These meetings provide a valuable forum for learning and information exchange among district staff members.

The General Operating Budget - IMS is funded through the following revenue streams: Social Security and retirement state reimbursements, consulting services revenue, local program revenue, and member district contributions based on an aid ratio formula promulgated in School Code. A schedule of district contributions is included under the IMS section of this proposal on page 14.

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES				
Object: 110 Official/Administrative	\$335,834	\$411,810	\$435,754	\$23,944
Object: 130 Professional - Other	426,671	453,960	458,067	4,107
Object: 150 Office/Clerical	185,765	199,510	192,250	(7,260)
Subtotal	948,270	1,065,280	1,086,071	20,791
PERSONNEL SERVICES - EMPLOYEE BENEFITS				
Object: 213 Life Insurance	688	800	708	(92)
Object: 220 Social Security Contributions	68,224	81,720	83,086	1,366
Object: 230 Retirement Contributions	330,342	362,150	368,179	6,029
Object: 240 Tuition Reimbursement	4,818	7,680	11,339	3,659
Object: 260 Workers' Compensation	6,648	7,630	7,604	(26)
Object: 271 Medical Health Benefits	129,152	138,580	145,732	7,152
Object: 272 Dental Health Benefits	6,029	6,580	6,295	(285)
Object: 274 Income Protection Benefits	1,953	2,210	2,088	(122)
Object: 279 Medical Stabilization	0	(13,844)	0	13,844
Object: 290 Other Employee Benefits	26,525	31,410	33,571	2,161
Subtotal	574,379	624,916	658,602	33,686
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES				
Object: 329 Professional Educ Svcs - Other	15,770	5,500	4,100	(1,400)
Object: 330 Other Professional Services	500	1,100	1,700	600
Object: 331 Legal Fees	0	500	800	300
Object: 340 Technical Services	119	100	360	260
Object: 348 Services in Support of Technology	5,747	6,070	5,475	(595)
Object: 360 Employee Training and Development Services	5,862	26,160	30,297	4,137
Object: 390 Other Purchased Professional & Tech Svcs	24,502	34,000	34,200	200
Subtotal	52,500	73,430	76,932	3,502
PURCHASED PROPERTY SERVICES				
Object: 441 Rental of Land and Buildings	201,127	207,840	205,367	(2,473)
Object: 448 Lease/Rental of Hardware & Related Tech	3,875	4,020	3,779	(241)
Subtotal	205,002	211,860	209,146	(2,714)
OTHER PURCHASED SERVICES				
Object: 532 Cellular Phone Charges	15	20	13	(7)
Object: 549 Other Advertising/Public Relations	1,701	2,700	3,800	1,100
Object: 550 Printing and Binding	6,918	8,360	6,011	(2,349)
Object: 580 Travel	6,138	26,040	18,656	(7,384)
Object: 599 Other Misc Purchased Services	8,648	10,000	9,228	(772)
Subtotal	23,420	47,120	37,708	(9,412)
SUPPLIES				
Object: 610 General Supplies	10,368	6,020	6,185	165
Object: 634 Snacks	262	0	0	0
Object: 635 Meals/Refreshments	7,449	10,200	10,595	395
Object: 640 Books and Periodicals	1,766	790	882	92
Object: 650 Supplies & Fees - Technology Related	4,866	5,200	6,114	914
Subtotal	24,711	22,210	23,776	1,566
OTHER OBJECTS				
Object: 810 Dues and Fees	6,872	11,890	9,634	(2,256)
Subtotal	6,872	11,890	9,634	(2,256)
TOTAL EXPENDITURES	\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
 March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
LOCAL REVENUES					
6510	Interest on Invest & Checking Accts	\$0	\$130,000	\$134,000	\$4,000
6920	Contributions & Donations from Private Srcs	20,000	0	0	0
	Subtotal	20,000	130,000	134,000	4,000
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	34,112	40,860	41,544	684
7820	State Share Retirement Contributions	165,171	181,075	184,092	3,017
	Subtotal	199,283	221,935	225,636	3,701
OTHER FUNDING SOURCES					
9310	General Fund Transfers	1,615,871	1,704,771	1,742,233	37,462
	Subtotal	1,615,871	1,704,771	1,742,233	37,462
TOTAL REVENUES		\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

**Lancaster-Lebanon IU13
General Operating Budget
Proposed 2024-2025 Core Program of Services
Budget Summary**

CENTRAL SERVICES

- 5.69 FTE staff
 - 2.05 FTE Leadership Team
 - 0.91 FTE Senior Leaders
 - 0.61 FTE Middle Management
 - 2.12 FTE Non-instructional Support
- Board Meetings and Activities
- Superintendents' Meetings and Activities
- Job-Alike Meetings and Activities
- Legislative, State, and Federal Liaison
- Community Relations and Public Information
- Oversight of all Intermediate Unit Programs
- Safety Initiatives and Crisis Event Prevention and Response
- Management and Administrative Services

CURRICULUM AND INSTRUCTIONAL SERVICES

- 3.68 FTE Staff
 - 0.23 FTE Leadership Team
 - 1.37 FTE Senior Leaders
 - 0.90 FTE Middle Management
 - 1.18 FTE Non-instructional Support
- Professional Development
- School Evaluation Services
- Program Development
- Supervision and Coordination of Various Intermediate Unit Programs
- Strategic Planning and School Improvement
- Curriculum and Assessment Services

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES				
Object: 110 Official/Administrative	\$40,657	\$32,673	\$33,915	\$1,242
Object: 130 Professional - Other	99,592	114,935	127,803	12,868
Object: 150 Office/Clerical	72,018	71,999	77,091	5,092
Subtotal	212,267	219,607	238,809	19,202
PERSONNEL SERVICES - EMPLOYEE BENEFITS				
Object: 213 Life Insurance	208	209	216	7
Object: 220 Social Security Contributions	15,834	16,798	18,269	1,471
Object: 230 Retirement Contributions	73,305	73,812	80,056	6,244
Object: 240 Tuition Reimbursement	1,431	1,440	960	(480)
Object: 260 Workers' Compensation	1,486	1,538	1,672	134
Object: 271 Medical Health Benefits	39,144	39,600	44,322	4,722
Object: 272 Dental Health Benefits	1,827	1,847	1,914	67
Object: 274 Income Protection Benefits	602	609	631	22
Object: 279 Medical Stabilization	0	(3,960)	0	3,960
Object: 290 Other Employee Benefits	2,961	2,450	2,544	94
Subtotal	136,798	134,343	150,584	16,241
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES				
Object: 329 Professional Educ Svcs - Other	13,000	13,000	13,000	0
Object: 348 Services in Support of Technology	1,514	1,448	1,518	70
Object: 360 Employee Training and Development Services	1,342	5,355	6,122	767
Object: 390 Other Purchased Professional & Tech Svcs	0	800	800	0
Subtotal	15,856	20,603	21,440	837
PURCHASED PROPERTY SERVICES				
Object: 432 Repairs & Maintenance Svcs of Equip	2,145	0	1,000	1,000
Object: 433 Repairs & Maintenance Svcs of Vehicles	388	3,500	3,500	0
Object: 441 Rental of Land and Buildings	17,181	14,294	16,200	1,906
Object: 448 Lease/Rental of Hardware & Related Tech	1,171	930	1,247	317
Subtotal	20,885	18,724	21,947	3,223
OTHER PURCHASED SERVICES				
Object: 532 Cellular Phone Charges	137	174	134	(40)
Object: 549 Other Advertising/Public Relations	155	1,000	1,000	0
Object: 550 Printing and Binding	1,478	312	1,318	1,006
Object: 580 Travel	9,514	10,611	12,689	2,078
Object: 599 Other Misc Purchased Services	5,220	0	0	0
Subtotal	16,504	12,097	15,141	3,044
SUPPLIES				
Object: 610 General Supplies	10,803	2,850	4,350	1,500
Object: 626 Gasoline	2,471	4,500	5,500	1,000
Object: 634 Snacks	904	0	0	0
Object: 635 Meals/Refreshments	15,728	17,715	17,020	(695)
Object: 640 Books and Periodicals	71	0	0	0
Object: 650 Supplies & Fees - Technology Related	798,806	792,823	778,808	(14,015)
Subtotal	828,783	817,888	805,678	(12,210)
PROPERTY				
Object: 762 Capital Equipment Replacement	14,142	8,750	0	(8,750)
Subtotal	14,142	8,750	0	(8,750)
OTHER OBJECTS				
Object: 810 Dues and Fees	1,269	640	720	80
Subtotal	1,269	640	720	80
OTHER USES OF FUNDS				
Object: 938 General Admin Overhead Allocation	70,911	65,491	69,163	3,672
Subtotal	70,911	65,491	69,163	3,672
TOTAL EXPENDITURES	\$1,317,415	\$1,298,143	\$1,323,482	\$25,339

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget	
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$23,968	\$15,000	\$25,000	\$10,000
6944	Receipts Other LEAs in PA - Ed	65,595	27,696	28,211	515
6947	Receipts from Members by Withholding	655,835	668,296	681,662	13,366
6948	Receipts Directly from Members	462,418	503,576	501,216	(2,360)
6949	Other Tuition from Patrons	1,513	140	140	0
6970	Services Provided Other Funds	15,027	16,372	18,090	1,718
6999	All Other Revenues	2,447	21,300	20,000	(1,300)
6999	All Other Revenues - Carryover	46,042	458	0	(458)
	Subtotal	<u>1,272,845</u>	<u>1,252,838</u>	<u>1,274,319</u>	<u>21,481</u>
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	7,917	8,399	9,135	736
7820	State Share Retirement Contributions	36,653	36,906	40,028	3,122
	Subtotal	<u>44,570</u>	<u>45,305</u>	<u>49,163</u>	<u>3,858</u>
	TOTAL REVENUES	<u><u>\$1,317,415</u></u>	<u><u>\$1,298,143</u></u>	<u><u>\$1,323,482</u></u>	<u><u>\$25,339</u></u>

**Lancaster-Lebanon IU13
General Operating Budget
2024-2025 Instructional Media Services
Budget Summary**

SALARIES & BENEFITS

- Total FTEs = 2.91
 - 0.20 FTE – Leadership Team
 - 0.20 FTE – Senior Leaders
 - 1.00 FTE – Middle Management
 - 1.51 FTE – Non-instructional Support
- Employee Benefits including medical, dental, Social Security, tuition, workers' compensation, retirement, disability, and life insurance.

PURCHASED PROFESSIONAL AND TECHNICAL SERVICES

- Professional Education Consultants and Speakers
- Technical Assistance Services
- Interlibrary Delivery Service Fees

PURCHASED PROPERTY SERVICES

- Van Maintenance/Repairs
- Rent

OTHER PURCHASED SERVICES

- Communications
- Printing
- Travel

SUPPLIES

- Instructional and Support Materials
- Office and Library Supplies
- Courier Gasoline
- Catering for Workshop Attendees
- Educational Digital Media and Related Licensing Fees
 - Discovery Education Experience Package and Mystery Science
 - CultureGrams
 - BrainPop Combo
 - Schoology
 - Gale Research Databases
 - OverDrive/SORA
 - Power Library (Health Sciences)
 - Notable – KAMI
 - IMS Lending Library
 - AR/VR Mobile Device Kits

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2024-2025 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Estimated*</u> <u>2024-25</u>
Annville-Cleona	\$10,821.51	\$11,210.92	\$11,513.65
Cocalico	24,183.44	24,708.64	24,923.02
Columbia Borough	5,008.71	5,072.76	5,284.92
Conestoga Valley	43,651.03	43,970.14	44,666.16
Cornwall-Lebanon	37,065.79	38,408.14	41,358.81
Donegal	19,943.86	20,286.05	20,699.66
Eastern Lancaster County	36,659.70	37,434.26	37,440.84
Eastern Lebanon County	19,896.35	20,198.67	20,722.75
Elizabethtown Area	26,984.90	27,619.65	28,216.99
Ephrata Area	30,971.87	31,667.19	32,193.54
Hempfield	60,843.73	62,298.52	63,251.00
Lampeter-Strasburg	26,485.14	26,953.49	27,339.76
School District of Lancaster	46,648.27	47,172.62	48,456.73
Lebanon	10,429.01	10,735.41	11,031.36
Manheim Central	30,624.07	31,157.52	31,190.06
Manheim Township	54,711.84	55,598.69	56,537.71
Northern Lebanon	18,647.04	19,293.54	20,544.16
Palmyra Area	24,655.67	25,150.49	25,610.40
Penn Manor	39,017.82	39,580.21	40,216.16
Pequea Valley	20,184.84	19,806.48	19,671.31
Solanco	32,102.05	32,686.86	32,908.78
Warwick	<u>36,298.38</u>	<u>37,285.77</u>	<u>37,884.23</u>
TOTAL	<u>\$655,835.02</u>	<u>\$668,296.02</u>	<u>\$681,662.00</u>

Formula for IMS Contributions:

1. IMS less state allocation and other resources ÷ by total weight factors = VALUE PER WEIGHT factor.
2. Weight factor per district calculated by subtracting the district aid ratio from 1.00 times the district WADM.
3. Weight factor per district times the value (calculated in #1 above) equals the withholding.
4. District share of IMS Budget is withheld from basic subsidy in December.

*The actual amount payable for 2024-25 will be provided by PDE after the entire processing cycle for the 2022-23 membership data has been completed.

Historical IMS District Contributions:

2006-07	\$738,871.00	2016-17	\$639,215.00
2007-08	\$738,871.00	2017-18	\$639,215.00
2008-09	\$738,871.00	2018-19	\$639,215.00
2009-10	\$621,200.00	2019-20	\$639,215.00
2010-11	\$639,215.00	2020-21	\$655,835.00
2011-12	\$639,215.00	2021-22	\$655,835.00
2012-13	\$639,215.00	2022-23	\$655,835.00
2013-14	\$639,215.00	2023-24	\$668,296.00
2014-15	\$639,215.00	2024-25	\$681,662.00
2015-16	\$639,215.00		

LANCASTER-LEBANON INTERMEDIATE UNIT 13

PROPOSED PROGRAMS OF SERVICES

Programs by Strategic Business Unit (SBU)

Anticipated
2024-25 Budgets

SBU 001 - Administrative and Management Services

Program 2325 Bus Driver Training	\$18,950
Program 7205 ACCESS Billing Services	358,746
Program 7401 Collaborative Services	439,056
Program 7402 Tax Collection Bureau	1,627,891
Program 7414 Business Services Initiatives	98,723
Program 7782 Title I-Neglected and Delinquent-Manos House	84,384
Program 8113 Guest Teacher Training	94,646
Program 8116 Human Resources Initiatives	805,861
Program 8120 PASPA Administrative Services	72,249
Program 8588 Statewide System of Support-Safe Schools	31,898
Program 8603 School Mental Health & Safety and Security Grant	60,791
Total SBU 001 - Administrative and Management Services	\$3,693,195

SBU 002 - Community Education

Program 5600 Lancaster County Prison	\$64,334
Program 5603 Lebanon County Prison	32,586
Program 5608 Lancaster-Lebanon Adult Education Local Program	533,401
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds	66,059
Program 5620 Lancaster-Lebanon Adult Basic Education	1,075,563
Program 5623 Integrated English and Literacy Civics Education	1,090,533
Program 5625 Family Literacy Expansion	239,629
Program 5626 Tutoring Program for Adults	155,573
Program 5627 Adult Education/Literacy	491,487
Program 5632 Lancaster & Lebanon HiSet Test Administration	1,113
Program 5659 School District of Lancaster Cultural Navigation Services	214,013
Program 5684 English Language Learner (ELL) Navigation at Manheim Township SD	16,752
Program 5707 Eckerd Classes and Navigation	179,861
Program 5711 Employer Engagement Program	369,413
Total SBU 002 - Community Education	\$4,530,317

SBU 004 - Teaching and Learning Collaborative

Program 1111 Core Program of Services-Curriculum and Instruction	\$751,700
Program 5105 Instructional Media Services	1,323,482
Program 5419 Educational Technology Initiatives	4,595,421
Program 5421 Targeted School Improvement (TSI)-Classroom Diagnostic Tools-State	6,308
Program 5422 Standards Based Instruction (SBI)-STEM Education-State	90,087
Program 5423 Additional Targeted School Improvement (TSI)-State	91,773
Program 5436 Accelerated Learning-Title I	84,388
Program 5437 Accelerated Learning-Title II	102,675
Program 5440 Comprehensive Support and Improvement to Lancaster Schools	329,681
Program 5451 STEM In PA	31,389
Program 5455 Executive Leadership of Lancaster County STEM Alliance	133,368
Program 5460 Step Up with EbD (Engineering by Design)	153,631
Program 5520 Instructional Services Initiatives-Research and Development	3,000
Program 5536 Curriculum and Instruction Marketplace	399,257
Program 5572 Pennsylvania Inspired Leadership Initiative	139,990
Total SBU 004 - Teaching and Learning Collaborative	\$8,236,150

SBU 005 - Early Learners

Program 5820 Pennsylvania Pre-K Counts	\$2,878,107
Program 5822 Local Early Childhood	53,291
Program 5830 Education Leading to Employment and Career Training (ELECT)	324,345
Program 5880 Lebanon County Head Start	2,197,545
Program 5884 Head Start Supplemental Assistance Program	2,503,184
Program 5886 Child and Adult Care Food Program	298,874
Program 5890 Early Head Start-Home Visitors	1,022,296
Program 5895 Early Head Start-Child Care Partnerships	1,526,967
Program 5896 Community Action Program-Early Head Start-Home Visitors	780,801
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	2,679,199
Program 6255 State Early Intervention	22,016,745
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	460,066
Program 6257 Early Intervention ACCESS	2,894,709
Total SBU 005 - Early Learners	\$39,636,129

SBU 007 - Student Services

Program 5172 Title I-Nonpublic	563,539
Program 5174 Title IIA Local Fiscal Agent	140,000
Program 5175 Act 89 Nonpublic Auxiliary Services	9,396,527
Program 5186 Nonpublic Safe Schools Grant	363,082
Program 5517 Student Activities and Events	159,816
Program 5532 Organ Tissue Donation Awareness	217,912
Program 5546 Title III-Language Instruction for Limited English Proficient Students	261,387
Program 5552 Title III-Language Instruction for Immigrant Students	3,792
Total SBU 007 - Student Services	\$11,106,055

SBU 011 - Special Education Classroom Services

Program 2001-2058 Special Education Classroom Consortium Programs	\$39,378,010
Program 2032 Special Education Fund Balance	98,571
Program 2078 CCRES Grant-Autistic Support Multi-Sensory Hands-on Materials	1,072
Program 2079 CCRES Grant-Autistic Support-Assessment Kits	2,001
Program 2080 CCRES Grant-Fairland at CEC-Sensory Room	3,300
Program 2081 CCRES Grant-Community Schools-School Store	5,622
Program 2082 CCRES Grant-AS Comm Based Inst	810
Program 2201 Special Education CORE	3,887,743
Program 2209 Lebanon County Prison Supplemental Contract	153,130
Program 2253 Individuals with Disabilities Education Act-ESY Component	3,921,996
Program 2300 Partial Hospitalization Program	767,716
Program 2400 Lancaster Behavioral Health Program	140,444
Program 2800 Student Activity-Mini-Businesses	20,000
Program 2900 Student Activity-Fundraisers	5,000
Program 2945 Student Work Experience	300,000
Total SBU 011 - Special Education Classroom Services	\$48,685,415

SBU 012 - Itinerant Solutions

Program 2004-2023 Itinerant Solutions Consortium Programs	\$12,400,863
Program 2006 School Age Speech Language	3,225,896
Program 2022 Occupational and Physical Therapy	3,338,413
Program 2150 ECSES Initiatives	460,026
Program 2206 Pupil Transportation	1,247,204
Program 2215 Supplemental Contracts	9,114,209
Program 2232 Itinerant Solutions Value-added Services	86,344
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	85,154
Program 2280 Staff Development and Training	35,387
Total SBU 012 - Itinerant Solutions	\$29,993,496

SBU 014 - Pass-thru Funds Administration Services

Program 2251 Individuals with Disabilities Education Act-Training and Consultation	\$1,945,644
Program 2252 IDEA-School Age Supplementary Aides & Services Component	14,768,540
Program 2268 Success for PA Early Learners State Personnel Development Grant	7,000
Program 7204 School-Based ACCESS Project	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services	\$18,321,184

SBU 015 - Statewide Initiatives

Program 9740 Cordero Cluster Fund Contract	\$563,000
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	659,061
Program 9761 Governor's STEM Competition	205,954
Program 9774 PaTTAN Early Intervention/Preschool Program	23,424
Program 9775 Deaf Blind Support	59,805
Program 9787/9789 PaTTAN/Bureau of Special Education Initiatives	21,127,095
Program 9790 Higher Ed Working Group and PAsmart	2,415,623
Program 9791 Department of Corrections-State Appropriation 102	124,205
Program 9793 Alternative Education for Disruptive Youth (AEDY)	551,738
Program 9794 PaTTAN Programs V	346,285
Program 9795 Corrections Education Record Center	172,289
Subtotal PaTTAN	\$26,598,479
Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	\$2,021,834
Program 9751 Pennsylvania Value Added Assessment System	1,715,903
Program 9851 Pennsylvania Value Added Assessment System Research Team	733,795
Subtotal Statewide Projects	\$4,471,532
Total SBU 015 - Statewide Initiatives	\$31,070,011

SBU 016 - Regional Technology Solutions

Program 2585 Title II-Data Governance Grant	\$13,083
Program 4510 Statewide Software	16,751,790
Program 4515 Technology Initiatives	634,309
Program 4516 Technology Solutions Value-added Services	23,353
Program 4585 Wide Area Network Consortium	3,230,967
Total SBU 016 - Regional Technology Solutions	\$20,653,502
Subtotal Strategic Business Unit Budgets	\$215,925,454

Notes:

Anticipated budgets are based on information available on February 1, 2024.

New programs may be added throughout the 2024-25 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting for approval as part of the Treasurer's Report.



Lancaster-Lebanon IU13 General Operating Budget Highlights 2024-25

Based on Public School Code of 1949¹ and IU13 Board Policy, the Lancaster-Lebanon IU13 General Operating Budget is presented to our local school district boards for approval. This budget represents 1.6% of IU13 total expenditures and is comprised of two components:

1. **General Operating Budget – Core Program of Services (CPS):** Increase of 2.2%.
 - This component provides IU13 with resources for organizational leadership, board and community relations, curriculum and instructional services, school improvement services, professional development, administrative services, and legislative support.
 - There is no direct assessment to the local school districts (no membership fee) for IU13 Core Program of Services.

2. **General Operating Budget - Instructional Media Services (IMS):** Increase of 1.95%.
 - This budget is largely funded by district contributions as outlined under School Code.
 - District contributions reflect an increase of 2% in total over the current year.
 - This component provides instructional media for educators' use in schools, courier services among schools, and consultation and training services for school district personnel.
 - IMS 5-Year Plan (2020-2025):
 - Products/Digital Resources:
 - Discovery Education Experience (K-12)
 - Gale Research Databases (9-12)
 - BrainPOP Combo (K-8)
 - Overdrive/SORA (K-12)
 - ProQuest CultureGrams (K-12)
 - Telepresence Robotic Systems
 - IMS Lending Library*
 - Transfer VR Devices (6-12)
 - VR/AR Mobile Device Kits (K-12)
 - StarLab Portable Planetariums (K-12)
 - Current Services:
 - Tech Media Integrators' Collaborative
 - Librarians' Collaborative
 - Esports Collaborative
 - Professional Learning/Workshops at IU13
 - IMS Communications
 - Technical Assistance/Consultations

*Supplemental (non-IMS) funding provided through grants and support from the Lancaster-Lebanon Education Foundation

¹Under the Public School Code of 1949, the Intermediate Unit Board of Directors has the power and duty to provide the following services: (i) curriculum development and instructional improvement services; (ii) educational planning services; (iii) instructional materials services; (iv) continuing professional education services; (v) pupil personnel services; (vi) State and Federal agency liaison services; and (vii) management services.

**Lancaster-Lebanon IU13
General Operating Budget
2024-2025 Core Program of Services
Summary of Major Changes**

Overall budget increase is \$45,163 or approximately 2.2%.

100s: PERSONNEL SERVICES – SALARIES increased by \$20,791 or approximately 1.95%.

- Executive Director, Assistant Executive Director, and Assistant to the Executive Director salary increases have been estimated and will follow the board-approved contracts.
- Leadership Team, Act 93, and Confidential staff salary increases have been estimated and will follow approved Benefit and Compensation Agreements.
- Support staff salary increases follow the Collective Bargaining Agreement as negotiated.
- Other changes affecting salary costs include:
 - Administrator contract increased by .12 FTE.
 - A net decrease of .2 FTE in Assistant positions through attrition.

200s: PERSONNEL SERVICES – EMPLOYEE BENEFITS increased by \$33,686 or 5.40%.

- For fiscal year 2024-25, IU13 will continue to use a composite rate method for the allocation of medical, dental, and other benefit costs across IU13 programs. The composite rate will be charged to each FTE at the rates outlined below:
 - Medical benefits – \$15,552 per year (an increase of 8% over the 2023-24 rate)
 - Medical stabilization – No rate stabilization is being applied to reduce the medical benefits composite rate in 2024-25.
 - Dental benefits - \$672 per year (no change from the 2023-24 rate)
 - Life insurance - \$76.56 per year (no change from the 2023-24 rate)
 - Income protection - \$222 per year (no change from the 2023-24 rate)
 - Workers' compensation - .70% of wages (no change from the 2023-24 rate)
 - Retirement contributions – 33.9% of eligible wages (a decrease of 0.29% under the 2023-24 PSERS rate of 34.00%)

500s: OTHER PURCHASED SERVICES decreased by \$9,412 or approximately 19.97%.

- A decrease in printing and duplication services.
- A decrease in travel costs related to a reduction in travel planned.

**Lancaster-Lebanon IU13
General Operating Budget
2024-2025 Instructional Media Services
Summary of Major Changes**

Overall budget increase is \$25,339 or approximately 1.95%.

- District contributions for 2024-25 will also increase by approximately 2%. See schedule.

100s: PERSONNEL SERVICES – SALARIES increased by \$19,202 or approximately 8.74%.

- Leadership Team, Act 93, and Confidential staff salary increases have been estimated and will follow approved Benefit and Compensation Agreements.
- Support staff salary increases follow the Collective Bargaining Agreement as negotiated.
- Other changes affecting salary costs include:
 - Increase of .10 FTE Instructional Technology Specialist.

200s: PERSONNEL SERVICES – EMPLOYEE BENEFITS increased by \$16,241 or 12.09%.

- For fiscal year 2024-25, IU13 will continue to use a composite rate method for the allocation of medical, dental, and other benefit costs across IU13 programs. The composite rate will be charged to each FTE at the rates outlined below:
 - Medical benefits – \$15,552 per year (an increase of 8% over the 2023-24 rate)
 - Medical stabilization – No rate stabilization is being applied to reduce the medical benefits composite rate in 2024-25.
 - Dental benefits - \$672 per year (no change from the 2023-24 rate)
 - Life insurance - \$76.56 per year (no change from the 2023-24 rate)
 - Income protection - \$222 per year (no change from the 2023-24 rate)
 - Workers' compensation - .70% of wages (no change from the 2023-24 rate)
 - Retirement contributions – 33.9% of eligible wages (a decrease of 0.29% under the 2023-24 PSERS rate of 34.00%)

400s: PURCHASED PROPERTY SERVICES increased by \$3,223 or approximately 17.21%.

- Anticipated repairs for Starlab equipment.
- Increased rent for additional staff.

500s: OTHER PURCHASED SERVICES increased \$3,044 or approximately 25.16%.

- Additional printing budgeted to be more in line with projected expenses.
- Additional travel for newest staff member.

600s: SUPPLIES decreased by \$12,210 or approximately 1.49%.

- Due to lower rates negotiated for technology supplies.

RESOLUTION

INTERMEDIATE UNIT BUDGET

At a meeting on _____, 2024, by a vote of
_____ to _____ with _____ abstaining and _____ absent,
as recorded in the minutes, the members of the Board of Directors of
_____ School District, a member of
Lancaster-Lebanon Intermediate Unit 13,
approved or disapproved the budget of the
Intermediate Unit for the fiscal year July 1, 2024 to June 30, 2025

President

Attest:

Secretary

INSTRUCTIONS: Each school district will file one copy of this form with the Intermediate Unit office, and it shall be made part of the Intermediate Unit budget file to confirm compliance with Section 914-A (6) (i) Act 102 of 1970.

Field Trip & Vehicle Request Form

The attached is an overnight trip request.

You have been requested to review the following:

Requestor:	erik_welchans@lspioneers.org
Which building is this request from?:	High School
Teacher in Charge (LSHS):	Robert Shaubach, Erik Welchans
Today's Date:	3/25/2024
Name of Group:	PMEA All-State Chorus and Conference
Date of Trip:	4/17-20/2024
Additional Chaperones:	Robert Shaubach
Departure Time from School:	7:30 AM
Arrival time to Destination:	2:00 PM
Departure Time from Destination:	5:00 PM
Arrival Time to School:	11:00 PM
Trip Destination (List as much information as possible, if multiple stops, list in order):	Bayfront Convention Center 1 Sassafras Pier, Erie, PA 16507
Explain the significance of the trip to planned course of study. Include information relevant to class objectives, curriculum integration and activities or assessments which demonstrate the student's ability to make meaningful use of the knowledge or experience. (You can include the link to your google doc here if you prefer):	PMEA All-State Chorus Festival and Concert. PMEA State Conference
Number of Students Attending:	2
Number of Adults Attending:	2
Substitutes Needed (Periods):	None
Add attachments (if needed):	File Upload 1

Type of Vehicle Requested:	School Van (max. 9 students plus driver)
Number of vehicles needed:	1
Who is paying the trip cost?:	Paid by District
Which party is responsible for payment?:	Department Funds
Students Attending (Please include Name & Grade):	File Upload 1
Departure Location from School:	Music area
Arrival Location to School:	Admin Building
Will this be an overnight trip?:	Yes

Approval history

Approved by benjamin_feeney@l-spioneers.org

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-0. DEVELOPMENT OF BOARD POLICY AND PROCEDURES

School Board governance requires written Board policies and procedures. The formulation, adoption and revision of written policies is the primary manner in which the Board exerts its leadership in the governance and operation of the school district.

Written and codified Board policies and procedures ensure legal compliance, establish Board processes, articulate district ends, delegate authority, and define operating limits. Board policies and procedures also provide the means to monitor progress toward district goals.

The Board establishes the following goals to consider when developing and adopting Board policy and procedure:

1. To ensure the safety and security of all students, staff, and community members.
2. To interpret the educational needs and aspirations of the school community and to stimulate the learner and the learning process.
3. To manage the school district in accordance with federal and state laws and regulations and court decisions.
4. To provide the leadership that will ensure that the district's established goals and objectives are effectively implemented.
5. To maintain two-way communication with the various communities served by the schools in order to consider public attitudes, inform the public about Board policies and district practices, and encourage community involvement with and understanding of the schools.
6. To develop and provide the data appropriate for the management functions of planning, organizing, operations, staffing and evaluation.

The formal adoption of Board policies and procedures will be recorded in the Board meeting minutes. Only those written statements so adopted and recorded will be regarded as official Board policy and procedure.

After implementation of policies, the administration will review the impact of Board policies and submit reports to the Board for its evaluation and action.

003-BOG-0. DEVELOPMENT OF BOARD POLICY/PROCEDURES - Pg. 2

Based on changing conditions, needs and goals, the Board will periodically review existent Board procedures and policies and revise as necessary. The Board will establish a calendar for reviewing policies.

Proposals for new and revised Board policies and procedures may be initiated by any Board member, the Superintendent or designated administrator.

The Board recognizes that it is a policy-making body, and it properly delegates the execution and implementation of policy to the administrative staff.

Superintendent's Role

The Superintendent will be responsible for:

1. Consulting with the administrative team regarding the research and study of a policy issue, policy language, policy implications, etc.
2. Drafting policy recommendations into written form for Board deliberation.
3. Providing relevant information, research and data to the Board.
4. Notifying those groups who will be affected by a policy and obtaining their input and feedback.
5. Consulting the district's solicitor when appropriate.
6. Developing and implementing administrative regulations required to support a Board policy.

Community Involvement

When the Board considers it advisable, it may seek the input and feedback of members of the community or community groups in the formulation of a policy, with the understanding that community involvement is advisory only.

Staff Involvement

When developing policies affecting district employees, the Board may seek the input of appropriate staff regarding an issue in order to gain information on which to base decisions. Staff may submit policy suggestions through the administrative channels to the Superintendent. The Board may consider such staff suggestions when deemed appropriate.

Student Involvement

The Board recognizes that students have a vested interest in decisions that affect them and that students can be an important resource for improving student achievement and school climate. The Board encourages students to submit feedback regarding policy issues to the Board through the established channels in the schools.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-1. BOARD POLICY AND PROCEDURE DEVELOPMENT PROCESS

Board policy and procedures guide the actions of the Board, administration, district employees, students, parents/guardians, community members, and others. Therefore, the process for developing Board policy and procedures should include opportunities for input from Board members, administrators, and those affected by a policy, as well as providing opportunities for the Board members to study and consider potential implications of a proposed Board policy or procedure.

The following process will be used for development/revision, approval and implementation of a Board policy or procedure:

1. Recognition of Need – Board and/or administration determines existing/identified circumstances or requirements for new or revised Board policy or procedure and the relationship to Board goals.
2. Collection of Data – Administration gathers information, research, and data needed for the Board to make a good decision, such as reason for the Board policy or procedure, facts surrounding the issue, statutory requirements, alternatives and rationale.
3. Formulation of Draft – Administration prepares a written draft copy of proposed Board policy or procedure.
4. Review of Draft – Administration reviews content, wording, intent, implications; consults with solicitor and other resources as necessary.
5. Formalization of Policy – Administration prepares proposed Board policy or procedure in the established format, with rationale and relevant information. Policy is reviewed by appropriate standing committee, if one exists.
6. Presentation to Board – Administration includes proposed Board policy or procedure in Board meeting packet, with rationale and pertinent information for review by individual Board members.
7. Presentation at Board Meeting – Proposed Board policy or procedure is listed on agenda and presented and discussed at a public Board meeting.
8. Official Action by Board – Board adopts, amends, rejects or tables proposed Board policy or procedure, in accordance with Board Policy 003, for first reading. Policy is listed

on agenda for discussion at Board Workshop. A second/final reading then occurs at the next regularly scheduled Board meeting.

9. Dissemination of Policy – Administration appropriately promulgates policies to those affected by them, such as publication in student handbooks, employee handbooks, letters to parents/guardians, community publications, and on the district website. Administration shall ensure all Policy Manuals are updated appropriately.
10. Development and Implementation of Administrative Regulations – Superintendent and administrative team develop, disseminate and participate in training on specific administrative regulations that implement the Board policy.
11. Evaluation of Policy – Administration provides feedback to Board on implementation and effectiveness of policy, and suggestions for revisions when needed for Board consideration.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-2. POLICY DELIBERATION QUESTIONS

The following is a checklist of questions that the Board may ask as it reviews a proposed policy prior to making a decision:

1. What is the issue before the Board and why was it initiated?
2. Is this a governance issue that requires a written Board policy, or is it an administrative matter?
3. Do we need to develop a new policy or revise an existing policy?
4. What is the legal authority and are there specific requirements for the policy's content?
5. What research, information, data and administrative reports are available on this topic?
6. What options are available to the Board regarding this issue?
7. Does the proposed policy clearly and concisely communicate the Board's intent?
8. Is the policy aligned with the Board's goals, action plans and Mission Statement developed through the comprehensive planning process?
9. How does this policy impact student achievement?
10. What are the budgetary implications?
11. Is the policy unduly prescriptive, restrictive or reactive?
12. Have we received input from those who will be affected by the policy?
13. Does the policy reflect the values of our community?
14. Is the proposed policy consistent with adopted Board policies, and should any other policies be cross referenced or reviewed?
15. Who is responsible for implementing this policy?

16. How and when will the policy be disseminated? To whom will it be distributed?

17. How will the Board measure the effectiveness of and compliance with this policy?

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-3. EXCEPTION TO BOARD POLICY/ADMINISTRATIVE REGULATION

Policy

Requested exceptions to any policy or its application may be granted when recommended in accordance with the established guidelines.

The individual requesting the exception will submit a written request to the Superintendent or designee. The request will identify:

1. Name, address and telephone number of person making the request.
2. Policy and policy number for which the exception is being requested.
3. Action that the individual is requesting.
4. Rationale supporting the need for the exception.

Rationale that supports an exception may include but not be limited to:

1. Legal necessity.
2. Hardship.
3. Inapplicability of the policy to the circumstances.
4. Compelling interests of the school district.
5. Emergency reasons.

The Superintendent will conduct a review of the request and formulate a recommendation for the Board. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the policy and the request for exception.
3. Disposition of prior requests for exceptions to the same or similar policies.

4. Special interest of individual or group making the request.

When the request for an exception has legal implications, the Superintendent will consult with the district solicitor.

At the first regularly scheduled Board meeting after the Superintendent's review, the Superintendent will place the request for exception on the agenda; report the circumstances surrounding the request; and recommend action. The individual requesting the exception will be given an opportunity to address the Board before the Board determines whether to grant or deny the request.

The Board has final and exclusive authority to determine whether to grant or deny a request, considering the Superintendent's recommendation.

Granting of exceptions in the same or similar cases will not constitute binding precedent or practice.

The Superintendent will keep a record of exceptions to policies granted by the Board. The record will state the facts and rationale for granting the exception.

Administrative Regulations

Exceptions to administrative regulations will be made at the recommendation of the administration, subject to approval by the Superintendent.

All requests for exceptions to administrative regulations initiated or received by district administrators will be submitted to the Superintendent for review, along with the administrator's recommendation. The Superintendent may evaluate such factors as:

1. Relevant facts related to the request.
2. Rationale of both the administrative regulation and the request for exception.
3. Disposition of prior request for exceptions to the same or similar administrative regulations.
4. Special interest of individual or group making the request.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-4. REQUEST FOR EXCEPTION TO BOARD POLICY

<i>Date</i>	<i>Name of Policy to be Waived</i>	<i>Policy Number</i>
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Proposal:

Rationale:

Requester's Name, Address, and Telephone Number:

 (Area below this line is to be completed by the Superintendent)

Board Decision: _____

Rationale: _____

Signature of Superintendent

Date

Signature of Board President

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

003-BOG-5. REQUEST FOR EXCEPTION TO ADMINISTRATIVE REGULATION

<i>Date</i>	<i>Name of Administrative Regulation to be Waived</i>	<i>AR Number</i>
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Proposal:

Rationale:

Requester's Name, Address, and Telephone Number:

(Area below this line is to be completed by the Superintendent)

Superintendent's Decision: _____

Rationale: _____

Signature of Superintendent

Date

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]\[5\]\[6\]\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lancaster County and any radio or television station which so requests. Notice of all

open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least three days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

- 1. On the district's website.**
- 2. At the location of the meeting.**
- 3. At the district's administrative office.**

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business **anticipated** to come before the Board at each **open** meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

Meeting Called to Order

Pledge of Allegiance

Introduction of Guests

Opportunity for Public Comment regarding Agenda Items

Approval of Minutes of Previous Meetings

Communications and Recognition

Treasurer's Report

Academic Committee Report

Buildings and Grounds Committee Report

Board of Review Committee Report

Finance Committee Report

Personnel Committee Report

Federal Programs Report

Liaison Reports

Student Representatives' Reports

Superintendent's Report

Old Business

New Business
Opportunity for Public Comment
Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be **open** and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors. [\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting. [\[10\]](#)

Public Participation

At each **open** Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board **policy and procedures**. [\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected. [* \[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected. [* \[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure. [* \[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe. [* \[17\]](#)[\[19\]](#)

- c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
 - e. Incurring temporary debt.*[\[17\]](#)[\[19\]](#)[\[22\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[23\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[24\]](#)
 - h. **Adopting or changing textbooks without the recommendation of the Superintendent.***[\[17\]](#)[\[25\]](#)
3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
- a. Fixing the length of the school term.*[\[17\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)
 - d. Appointing teachers and principals.*[\[17\]](#)
 - e. Adopting the annual budget.*[\[17\]](#)[\[29\]](#)
 - f. Appointing tax collectors and other appointees.*[\[17\]](#)[\[30\]](#)[\[31\]](#)
 - g. Levying and assessing taxes.*[\[17\]](#)[\[32\]](#)
 - h. Purchasing, selling, or condemning land.*[\[17\]](#)
 - i. Locating new buildings or changing the location of old ones.*[\[17\]](#)
 - j. Creating or increasing any indebtedness.*[\[17\]](#)
 - k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)
 - l. Establishing additional schools or departments.*[\[17\]](#)
 - m. Designating depositories for school funds.*[\[17\]](#)[\[34\]](#)[\[35\]](#)
 - n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)
 - o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including

- items subject to bid requirements).*[17][36]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[17]
 - q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
 - r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[17][37][38]
 - s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
 - t. Vacating and abandoning property to which the Board has title.*[17][40]
 - u. Appointing a school director to fill a vacancy on the Board.*[17][41]
 - v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
 - w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
 - x. Adopting, amending or repealing Board **policy and procedures**.[43]
 - y. **Approving or denying a charter school application**.*[44]
 - z. **Approving or denying a multiple charter school organization application**.*[45]
 - aa. **Establishing joint schools or departments**.*[46]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[47][48][49]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of **their** office or any confidential information received through holding public office for the private pecuniary benefit of **the public official**, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated. The term does not include an action having a de minimis economic

impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated.[\[47\]](#)

De minimis economic impact – an economic consequence which has an insignificant effect.[\[47\]](#)

Immediate family – parent, spouse, child, brother or sister.[\[47\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[\[47\]](#)

2. Relative recommended for appointment to or dismissal from a teaching position.[\[23\]](#)[\[50\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[\[48\]](#)[\[49\]](#)

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all **open** Board meetings. Said minutes shall be comprehensible and complete and shall show:[\[51\]](#)[\[52\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[53\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. **Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.**[\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[54\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[55\]](#)[\[56\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[57\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of **an open** meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the **open** meeting prior to or after the executive session.[\[13\]](#)[\[15\]](#)[\[58\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)[\[57\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]](#)[\[9\]](#)[\[57\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee.[\[8\]](#)[\[9\]](#)[\[57\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

1. 24 P.S. 407

2. 65 Pa. C.S.A. 701 et seq

3. 24 P.S. 422

4. 24 P.S. 405

5. 24 P.S. 426

6. 24 P.S. 427

7. 24 P.S. 428

8. 65 Pa. C.S.A. 703

9. 65 Pa. C.S.A. 709

10. 24 P.S. 423

11. 65 Pa. C.S.A. 712.1

12. Pol. 903

13. 65 Pa. C.S.A. 707

14. 24 P.S. 421

15. 24 P.S. 425

16. 24 P.S. 324

17. 24 P.S. 508

18. 24 P.S. 609

19. 24 P.S. 687
20. 24 P.S. 707
21. 24 P.S. 671
22. 24 P.S. 634
23. 24 P.S. 1129
24. 24 P.S. 640
25. 24 P.S. 803
26. Pol. 108
27. 24 P.S. 1071
28. 24 P.S. 1076
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
34. 24 P.S. 621
35. Pol. 608
36. Pol. 610
37. 24 P.S. 1080
38. 24 P.S. 514
39. 24 P.S. 702
40. 24 P.S. 708
41. 24 P.S. 315
42. Pol. 004
43. Pol. 003
44. 24 P.S. 1717-A
45. 24 P.S. 1729.1-A
46. 24 P.S. 1701
47. 65 Pa. C.S.A. 1102
48. 65 Pa. C.S.A. 1103
49. Pol. 827
50. 24 P.S. 1111
51. 24 P.S. 518
52. 65 Pa. C.S.A. 706
53. 65 Pa. C.S.A. 705
54. 24 P.S. 433
55. Pol. 800
56. Pol. 801
57. Pol. 006
58. 65 Pa. C.S.A. 708
24 P.S. 224
24 P.S. 408
24 P.S. 1075
24 P.S. 1077

65 Pa. C.S.A. 1101 et seq
Pol. 612

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-0. PUBLISH, POST AND NOTIFY - BOARD MEETINGS/AGENDAS

The Sunshine Act establishes requirements regarding publishing, posting and notifying the community about the open meetings of the Board. The manner and time of notifications, who is required to be notified and what the notification must include depend on the type of meeting.

Newspaper Publication

Public notice of all open Board meetings, including committee meetings, must be given by publication of the place, date and time of such meeting in a newspaper of general circulation designated by the Board. A newspaper of general circulation is defined as a newspaper issued daily or not less than once a week, which is published and/or circulated in the district.

Although the Sunshine Act specifies the timeframes for advertising open meetings, the Board directs the Board Secretary or designee to be aware that newspapers have their own internal deadlines for accepting advertisements that may require earlier submission of advertisements. With respect to the requirements that public notice be given by a certain date, the Board Secretary or designee must give the notice in time to allow it to be published in a newspaper of general circulation twenty-four (24) hours in advance of most meetings and three (3) days before the first regular meeting of the calendar year.

Posting on One or More Buildings

In addition to the newspaper publication requirement, the notice of an open, public Board meeting must be posted prominently at the administrative office of the district or at the public building in which the meeting will be held. The posted notice must specify the date and time of the meeting and should include the specific physical or virtual location.

When the open meeting is not held at the administrative office of the district, the Board Secretary or designee will post the public notice at both the administrative office as well as the public building in which the meeting will be held.

Notice of Interested Parties

Upon request, the Board Secretary or designee must supply copies of the published public notice to newspapers, television or radio stations, or other interested individuals who provide a stamped, self-addressed envelope for such notification.

Other Communication Channels

In addition to notifications required by law, the district will use the district website to provide the community with information about open meetings of the Board.

Publish, Post and Notify – Board Meetings – Public Notice

Regular Meetings and Work Sessions –

The schedule of the Board’s regular meetings and work sessions for the calendar year will be published in a newspaper of general circulation not less than three (3) days before the first regular meeting of the calendar year. Publishing the schedule of regular meetings satisfies the public notice requirements for those meetings, so that advertising of individual meetings is necessarily only when special meetings are called or regular meetings are rescheduled.

Virtual Meetings –

The legal requirements for advertising a virtual Board meeting are no different than for other open meetings. For virtual meetings, the published newspaper notice may include Internet links for the meeting to specify the location or to direct people to where additional connection information and meeting details can be found on the district website.

The Board Secretary or designee will include how the Board will receive public comment at the virtual meeting.

If public comment will be accepted via email because other electronic means are limited or unavailable, the notification must specify the email address to which comments are to be sent and that emailed comments must identify the name and street address of the commenter so that the names of all individuals submitting comment and the subject of their comment can be included in the meeting minutes.

The notification will further specify that emailed comments must be received sufficiently in advance of the beginning of the meeting.

The Superintendent or designee will consult with the school solicitor about any questions regarding conducting virtual meetings in accordance with the Sunshine Act.

Rescheduled Meetings –

Public notice of all rescheduled meetings will be published and posted at least twenty-four (24) hours prior to the time of the meeting specified in the notice.

Recessed or Reconvened Meetings –

No newspaper advertising is required for recessed or reconvened meetings; however, the Board Secretary or designee must post a meeting notice at the administrative office or other meeting site and send meeting notices to requesting interested parties, including the news media.

Committee Meetings –

Committee meetings subject to the Sunshine Act will follow the publish, post and notify requirements for advertising meetings. Committees are not required to offer an opportunity for public comment.

Committee meetings may be called at any time, with proper public notice. The Board Secretary or designee will publish and post notice of committee meetings at least twenty-four (24) hours prior to each meeting.

The Board Secretary or designee will annually publish a schedule of when committee meetings will take place, in order to reduce the need for ongoing advertising.

Special Meetings –

The PA Public School Code Section 423 permits special meetings of the Board to be scheduled from time to time. Special meetings are those not listed on the Board’s annually published schedule of regular meetings. No business may be transacted except what is specified in the notice for the special meeting, but special meetings may be called and advertised for general purposes.

The Board Secretary or designee will provide notice of all special meetings by publication at least twenty-four (24) hours before the time of the meeting.

Executive Sessions –

Executive sessions are meetings that are not open to members of the public and news media.

The Board President or designee will make an announcement at an open meeting to notify the public that an executive session has been or will be held. The reason for holding the executive session must be announced at the open meeting occurring immediately prior or subsequent to the executive session, or at the current meeting in which the executive session is being held.

Executive sessions are closed to the public and news media, therefore, the Board Secretary or designee will not publish or post notice of such meetings or take minutes.

Emergency Meetings –

Emergency meetings are called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property. Public notice is not required for emergency meetings, but the district shall provide as much notification as is feasible under the emergency circumstances, including the use of other available communication channels and affirmatively reaching out to news media outlets.

Conferences –

A conference is defined in the Sunshine Act as any training program or seminar, and any other session arranged by state or federal authorities for the sole purpose of providing information to school directors on matters directly related to their official responsibilities. Conferences need not be open to the public, and public notice is not required for them. Deliberation of or official action on agency business is not permitted at a conference.

Meeting Notifications to School Directors

In addition to the *public* notification requirements of the Sunshine Act, the Board Secretary is responsible for issuing notification to school directors for special meetings in accordance with PA Public School Code Section 423.

Section 423 of the PA Public School Code requires that school directors be given “reasonable notice” of all special meetings. In accordance with Policy 006, the Board directs that the Board Secretary or designee provide notice of all special meetings to each school director at least twenty-four (24) hours prior to the time of the meeting.

Executive sessions are a type of special meeting subject to this requirement.

The School Code also specifies that each school director must be given advance notice by mail for the following types of meetings:

1. Organization meetings – five (5) days.
2. Meetings at which the election or re-election of a Superintendent or Assistant Superintendent is planned – five (5) days.
3. Hearings for the removal of a Superintendent or Assistant Superintendent – one (1) week.

Post and Notify – Agendas

To comply with the Sunshine Act, 65 Pa. C.S.A. Sec. 712.1, the Board Secretary or designee will publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:

1. On the district’s website.
2. At the location of the meeting.
3. At the district’s administrative office.

The published agenda shall include a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting. Agenda attachments and other background materials associated with agendas are not required to be published along with the agenda.

Agenda Preparation –

The Superintendent, in cooperation with the Board President will carefully prepare the agenda to include a listing of each item of business that will be or may be the subject of deliberation or official action at the meeting. The agenda should be prepared to preserve maximum flexibility and avoid making additions to the published agenda to the extent possible. The Sunshine Act limits the addition of items to published agendas, but does not limit the deletion of agenda items. If it seems likely an item will need to be acted on, it should be included. If action on an item is anticipated, but certain details are not yet available by the agenda posting deadline, the action items still should be listed on the published agenda. For example, in the event that the name of the recommended candidate to be hired for employment is not yet confirmed, the position to be filled still can appear as an action item and the name added when available. The list of anticipated action items on published agendas also can include placeholders identifying the general nature of items that tend to come up at the last minute. For example, when a construction project is ongoing, the published agenda can include an item such as, “approval of change orders for X project” even if the details of specific change orders are not yet known.

Additions to the Posted Agenda –

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action.

Majority Vote – During a meeting, the Board also may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda will be amended to reflect the new item of business and the amended agenda will be posted to the district’s website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

When an addition to the agenda does not require a majority vote under the foregoing exceptions, the addition may be made during the meeting in the customary manner, including unanimous consent or prior to the meeting by the officials tasked with agenda preparation.

When an item is added to the agenda after the public comment period has ended, the Board will offer a further public comment opportunity limited to the added item(s).

The public posting agenda requirements and rules for adding items to a posted agenda apply to all meetings, except:

- 1. Conference sessions.**
- 2. Executive sessions.**

Publish, Post and Notice – Chart

The following chart lists the requirements for the various types of meetings:

Types of Meetings	Publication Prior to Meeting	Post Meeting Notice Prior to Meeting (Admin office and/or meeting location)	Post Agenda Prior to Meeting (Admin office, meeting location, Website)	Notice to Interested Parties Upon Request	Notice to Board of School Directors
Organization	Yes	Yes	Yes	Yes	Yes
Regular/Work Session	Yes	Yes	Yes	Yes	N/A
Committees	Yes	Yes	Yes	Yes	N/A
Special	Yes	Yes	Yes	Yes	Yes
Rescheduled	Yes	Yes	Yes	Yes	Yes
Recessed/Reconvened	No	Yes	Yes	Yes	N/A
Executive Session	No	No	Yes	No	Yes
Emergency	No	No	To the extent feasible under the circumstances	No	Yes
Conference	No	No	No	No	Yes

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-1. OFFICIAL BOARD MINUTES

The Board will keep written minutes of all public meetings. In accordance with Board Policy 006, at a minimum, the minutes will contain:

1. Date, time and place of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. Names of residents who appeared officially and the subject of their testimony.

To comply with state audits, the Auditor General's office recommends that a record of the following be included in the district's official Board minutes:

1. Board Secretary's signature on all minutes of regular, reconvened and special meetings.
2. Board approval of minutes of the previous meeting at the subsequent meeting.
3. School calendar, including length of school term, starting date, closing date, Act 80 days, holidays, vacations, revised calendar changes.
4. Hirings and promotions, with starting salaries and Board-approved raises.
5. Dismissal of a teacher, with charges, hearing and vote on action by the Board.
6. Budget listed in detail.
7. Advertisement of proposed budget, with ten (10) days public notice prior to adoption.
8. Proposed budget, with twenty (20) days allowed for public inspection.

9. Adoption of annual budget.
10. All budgetary transfers with Board approval.
11. Budget addition when authorized.
12. Monthly Treasurer's report, with all investments listed.
13. Monthly bills, with an account code and what was/is to be paid.
14. Depository(ies) designated yearly.
15. Purchase, sale and condemnation of land and articles.
16. Contracts exceeding \$100, all transportation contracts, professional and support staff contracts, insurance policy contracts.
17. Bids:
 - a. Announcement for public notice to receive bids.
 - b. When bids are opened, list of each bidder and amount.
 - c. Who was awarded the bid.
 - d. Reasons why lowest bidder was not accepted, if applicable.
18. How Board members voted on important issues, such as borrowing money, emergency appropriations, teachers hired or fired, sabbatical leaves, etc.
19. Election of all Board members, who was elected and length of term.
20. Designation of solicitor and salary or retainer.
21. Election of tax collector(s) and length of term(s).
22. Information regarding bonds for Board Secretary, Board Treasurer, tax collectors, and employees of trust.
23. If bank is Treasurer, must be elected or designated annually by a majority vote of the Board; fiduciary powers to act as Fiscal Agent or Treasurer.
24. Adoption of planned instruction and textbooks.
25. All debts approved according to law.
26. Approval of breakfast, lunch and milk prices for students and adults.

27. Independent auditor's report accepted and included.
28. Auditor General's report accepted and included.
29. All PlanCons.
30. Gifts to the district.
31. Mortgage time and dates.
32. Deposit of funds.
33. Executive sessions; whether held at beginning of the meeting, end of the meeting, during a Sunshine meeting, or between Sunshine meetings; reason for the executive session.

LAMPETER-STRASBURG SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED:

REVISED:

006-BOG-2. ABSTENTION FOR CONFLICT OF INTEREST MEMORANDUM

TO: Board Secretary, Lampeter-Strasburg School District
FROM: _____ School Director
RE: Abstention from Vote
DATE: _____

Pursuant to Pennsylvania's "Public Official and Employee Ethics Act" I hereby declare that I am required to abstain regarding the following issue/motion:

My conflict/reason for abstaining is as follows:

Signature of School Director

Note: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall **abstain** from voting **and**, prior to the vote being taken publicly announce and disclose the nature of his interest as a public record **In a written memorandum** filed with the person responsible for recording the minutes for the meeting at which the vote is taken..." (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance," for example the School code (Section 1111) prohibits voting to hire certain relatives.

Book	Policy Manual
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1

Authority

The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions **and other emergency situations** can make impossible the physical presence of a **school director or other necessary participants** at a Board meeting and that electronic communications can enable a **school director or other necessary participants** to participate in a meeting **electronically** from a remote location.

A **school director** shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. **The Board President may permit other necessary participants to participate in meetings via electronic communications as the Board President deems appropriate.**[\[1\]](#)

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

Guidelines

A **school director** who attends a meeting through electronic communications shall be considered present only if the **school director** can hear everything said at the meeting and all those attending the meeting can hear everything said by that **school director and other participants addressing the Board**. If the Board President determines either condition is not occurring, **the Board President** shall terminate the **school director's** attendance through electronic communications.

A majority of **school directors** shall be physically present at a Board meeting when a **school director** attends through electronic communications.

To attend a Board meeting through electronic communications, a **school director** shall comply with the following:

1. Submit such request to the Board President at least three (3) days prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a

public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all school directors and other necessary participants to fully participate in the conduct of official Board business through electronic communications.[2]

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.[3][4]

The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Board policy and procedures.[3][4]

Legal

1. 24 P.S. 407

2. Pol. 805

3. 65 Pa. C.S.A. 701 et seq

4. Pol. 903

Pol. 006

Book	Policy Manual
Section	100 Programs
Title	Discipline of Students With Disabilities
Code	113.1
Status	Active

Purpose

The district shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and **Positive** Behavior Support Plan. [\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. [\[2\]](#)

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days. [\[8\]](#)[\[7\]](#)

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school. [\[8\]](#)[\[7\]](#)

Interim alternative educational settings - removal of a student with a disability from **the student's** current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability. [\[9\]](#)[\[5\]](#)

Authority

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of **the student's** disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team

could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [\[4\]\[9\]\[5\]](#)

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate **public** education (**FAPE**), in accordance with law. [\[8\]\[10\]\[5\]](#)

Guidelines

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. [\[8\]\[4\]\[9\]\[5\]\[11\]](#)

Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of **the student's** disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors, constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[4\]\[5\]](#)

A student with a disability whose behavior is not a manifestation of **the student's** disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities. [\[4\]\[5\]\[6\]\[7\]](#)

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which **the student** was removed or order **the student's** removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining **the student's** current placement is substantially likely to result in an injury to the student or others. [\[9\]\[12\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise. [\[9\]\[13\]](#)

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. [\[9\]\[14\]](#)

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student: [\[9\]\[5\]\[16\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **weapon** is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length. [\[15\]\[9\]\[5\]\[16\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district. [\[9\]\[17\]\[5\]\[18\]](#)
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty. [\[19\]\[9\]\[5\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[20\]\[21\]\[22\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's **Positive** Behavior Support Plan.

[\[23\]\[21\]\[24\]\[25\]\[26\]\[27\]\[28\]\[1\]\[9\]\[29\]\[30\]\[2\]\[3\]\[31\]\[6\]\[16\]\[32\]\[33\]\[18\]\[34\]](#)

For a student with a disability who does not have a **Positive** Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a **Positive** Behavior Support Plan should be developed to address

the student's behavior, in accordance with law, regulations and Board policies. [\[26\]\[1\]\[3\]\[31\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall **ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.** [\[21\]\[24\]\[25\]\[26\]\[9\]\[29\]\[35\]\[36\]\[34\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity. [\[20\]\[34\]](#)

Legal

1. [22 PA Code 14.133](#)
2. Pol. 113
3. Pol. 113.2
4. [22 PA Code 14.143](#)
5. [34 CFR 300.530](#)
6. Pol. 218
7. Pol. 233
8. Pol. 832
9. [22 PA Code 12.6](#)
10. [20 U.S.C. 1415](#)
11. [20 U.S.C. 1412](#)
12. [34 CFR 300.536](#)
13. [34 CFR 300.532](#)
14. [34 CFR 300.533](#)
15. [34 CFR 300.534](#)
16. [18 U.S.C. 930](#)
17. Pol. 218.1
18. [21 U.S.C. 812](#)
19. Pol. 227
20. [18 U.S.C. 1365](#)
21. [24 P.S. 1303-A](#)
22. [22 PA Code 10.2](#)
23. [35 P.S. 780-102](#)
24. [24 P.S. 1302.1-A](#)
25. [22 PA Code 10.21](#)
26. [22 PA Code 10.22](#)

27. 22 PA Code 10.23
28. 22 PA Code 10.25
29. 22 PA Code 14.104
30. 34 CFR 300.535
31. Pol. 103.1
32. Pol. 113.3
33. Pol. 218.2
34. Pol. 222
35. Pol. 805.1
36. 20 U.S.C. 1232g
37. 34 CFR Part 99
38. Pol. 113.4
39. Pol. 216
24 P.S. 510
20 U.S.C. 1400 et seq
34 CFR Part 300

Book	Policy Manual
Section	100 Programs
Title	Confidentiality of Special Education Student Information
Code	113.4
Status	Active

Authority

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[1][2]

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[2][3]

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.[4][5]

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[6]

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[7]

Education records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[2][7][8]

Personally identifiable information includes, but is not limited to:[7][9]

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with

reasonable certainty.

6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.[\[10\]](#)[\[11\]](#)

The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The district shall presume a parent/guardian has authority to inspect and review records relating to **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[10\]](#)[\[12\]](#)

The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the district to reasonable requests for explanations and interpretations of the records;
2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.[\[13\]](#)[\[14\]](#)

The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.[\[15\]](#)

Fees

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request.

Record of Access

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education **and related services** to students with disabilities, except access by parents/guardians and authorized district employees.[\[18\]](#)

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.[\[19\]](#)[\[20\]](#)

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

Records Hearing

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.[\[21\]](#)[\[22\]](#)[\[23\]](#)

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements:[\[24\]](#)[\[25\]](#)

1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The district shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
4. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at **their** own expense, be assisted or represented by one (1) or more individuals of **their** choice, including an attorney.
5. The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.

6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing.[\[23\]](#)[\[26\]](#)

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention and Destruction of Information

The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[\[27\]](#)

The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.[\[27\]](#)

In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.[\[2\]](#)

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[\[28\]](#)

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[\[11\]](#)

The district may maintain a permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.[\[28\]](#)

The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and **the student's** family.[\[27\]](#)

Disclosure to Third Parties

The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.[2][29][30][31][32][33][34]

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[32]

If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.[32]

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[2][8][33][35][36][37][38][39][40][41][42]

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Special Services Director to coordinate the district's efforts to comply with this policy and applicable laws and regulations.[27]

All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.[27]

Legal

1. Pol. 113
2. Pol. 216
3. 34 CFR 300.611-300.627
4. 34 CFR 300.520
5. 34 CFR 300.625
6. 34 CFR 300.611
7. 34 CFR 99.3
8. 20 U.S.C. 1232g

9. 34 CFR 300.32
10. 34 CFR 300.613
11. 34 CFR 99.10
12. 34 CFR 99.4
13. 34 CFR 300.615
14. 34 CFR 99.12
15. 34 CFR 300.616
16. 34 CFR 300.617
17. 34 CFR 99.11
18. 34 CFR 300.614
19. 34 CFR 300.618
20. 34 CFR 99.20
21. 34 CFR 300.510-300.516
22. 34 CFR 300.619
23. 34 CFR 99.21
24. 34 CFR 300.621
25. 34 CFR 99.22
26. 34 CFR 300.620
27. 34 CFR 300.623
28. 34 CFR 300.624
29. 34 CFR 99.30
30. 34 CFR 99.31
31. 34 CFR 300.154
32. 34 CFR 300.622
33. Pol. 113.1
34. Pol. 113.2
35. 22 PA Code 10.2
36. 22 PA Code 10.21
37. 22 PA Code 10.22
38. 22 PA Code 10.23
39. 20 U.S.C. 1415
40. 34 CFR 300.535
41. 34 CFR Part 99
42. Pol. 805.1
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Bureau of Special Education Letter to School Entities on Retention of Records, Dated November 9, 2009

Pennsylvania Department of Education Individuals With Disabilities Education Act Part B LEA Policies and Procedures under 34 CFR §§300.101 - 300.176 (2018)

Pol. 113.3

LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building

2024-2025 Board Goals
District Strategic Initiatives

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

Board Driven Initiatives

1. Support the continued implementation of measures to address student needs that extend beyond the academic needs of the classroom, and receive updates regarding the student supports (TeenHope, Safe2Say, Mindfulness Training, Emotional Intelligence, Advisory Programs, Facility Dogs, Link Crew, etc.)
2. Support the implementation of the updated Comprehensive Plan, including building plans and associated professional development needs across the District.
3. Support the development of District leadership, with District administration, to assist with future transition of the Superintendent.
4. Continue to engage the community through appropriate avenues for information sharing and soliciting feedback.
5. Continue to review and update Board policies, procedures, and Administrative Regulations. Document traditional procedures and practices in an effort to maintain consistency across the District.
6. Continue to maintain legislative awareness and engage in communication with members of the legislature.
7. Continue to provide opportunities for Board communication and formal recognition of staff members for their contributions serving the students of Lampeter-Strasburg School District. Continue to explore opportunities to engage with staff members in an informal manner.
8. Maintain a focus on Board Excellence
 - Continue to encourage Board participation in activities that promote PSBA's Principles for Governance and Leadership.
 - Workshop discussion—focus/review a PSBA principle and parliamentary procedure on a monthly basis.
 - Goal to commit to and/or accomplish one item in each category included on the Board Excellence "scorecard" to focus on accountability. Review Board Excellence "scorecard" quarterly.