

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

April 15, 2024

FOR BOARD WORKSHOP ACTION

PERSONNEL COMMITTEE

1. RECOMMENDATION FOR APPROVAL OF SETTING OF “P” VALUE

Recommend the approval of setting the “P” value at 4.25% and “P+” at 4.75%, as posted.

BUSINESS AND FINANCE COMMITTEE

1. RECOMMENDATION FOR APPROVAL OF CHANGE ORDERS FOR THE EARLY CHILDHOOD CENTER PROJECT

Recommend the approval of change orders for the Early Childhood Center project, as follows:

- | | | | | |
|----|------------------|---------------------|-------------|------------------------------------------|
| a. | eci Construction | Change Order GC #29 | Add \$1,431 | Remove and replace curbing at brine tank |
| b. | eci Construction | Change Order GC #30 | Add \$7,898 | Regrade bus loop island |

MISCELLANEOUS

2. DISCUSSION OF UPDATED BOARD POLICIES

Dr. Peart will lead a discussion on updated Board Policies, 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 |

3. DISCUSSION/REVIEW OF BOARD POLICIES

Dr. Peart will lead a discussion reviewing Board Policies, as follows and as posted:

- | | | |
|----|------------|------------------------------------------|
| a. | Policy 007 | Policy Manual Access |
| b. | Policy 011 | Principles for Governance and Leadership |

4. RECOMMENDATION FOR APPROVAL OF FIELD TRIP

Recommend the approval of an overnight field trip for Martin Meylin Middle School students to Cape Henlopen State Park, Lewes, Delaware, from July 2 to July 5, 2024, as posted.

5. ADJOURNMENT TO EXECUTIVE SESSION

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

LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
 Analysis of 15-year Salary Increases/**Proposed** Increases

Salary Category	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Prop 24-25	15 yr total	AvgAnnual Increase
Admin	2.00	3.51*	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.50	4.25	36.26	2.59
Support Staff	2.00	3.00	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	5.00	3.50	4.25	37.75	2.70
Salary Exempt Staff	2.00	3.44	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.50	4.25	36.19	2.59
Teachers	4.00	3.90	1.90*	2.25	0.00	2.25	2.95	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.00	4.25	38.00	2.71
Base Index (State)	4.10	2.90	1.40	1.70	1.70	2.10	1.90	2.40	2.50	2.40	2.30	2.60	3.00	3.40	4.10	5.30	34.40	2.46
L-S Adjusted Index	4.10	2.90	1.60	1.70	2.00	2.50	2.20	2.80	2.80	2.80	2.70	3.00	3.50	3.80	4.10	5.30	47.80	2.74
L-S Millage Increase	2.71	3.72	1.60	1.70	1.90*	0.90	1.30	1.90	1.50	1.50	1.70	0.00	1.90	1.90	2.20		26.43	1.76

*3.51% was the average administrative increase for 2010-11. One *group* of administrators received a 2.00% increase, while the other *group* received a “bump” that varied in percentage depending on where they fell on the system that was in place. 3.0% was the average support staff increase for 2010-11, and 3.44% was the average salary exempt staff increase for 2010-11.

**1.90% was the average teacher increase after the memorandum of understanding (MOU) for 2011-2012. This percentage increase reduced the number of teacher workdays by four (4) days annually.

***When factoring in the elimination of the per capita tax, the net L-S millage increase for 2013-2014 was 1.26%.

****For the 2022-2023 school year, any existing support staff member that fell below the new minimum for their respective range after applying the “P” value was moved to the new minimum hourly rate and received at least a 5% increase. Any support staff employee that fell within the new range for their respective employee category after applying the “P” value received an additional 2% to their applicable “P” value, with an hourly rate increase not to exceed 5% from their 2021-2022 hourly rate.

In addition to the approved 2023-2024 percentage increase, all administration, support, and salary exempt staff rates were adjusted to be consistent with the employee’s years of service in their current position at Lampeter-Strasburg.

*****Recommend the setting of “P” at 4.25% and “P+” at 4.75% (for those receiving an overall *Distinguished* evaluation) for all administrative, support and salary exempt staff. All referenced staff members will be evaluated utilizing our approved evaluation tools. This follows the recommendation of the market analysis study (PSBA) that was completed and started implementation during the 2019-2020 school year.

Employees above the maximum rates would continue to be applied a 2% maximum increase.

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

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

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

Book	Policy Manual
Section	000 Local Board Procedures
Title	Policy Manual Access
Code	007
Status	Active
Adopted	March 4, 2019

Authority

The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board Policy Manual shall be published and maintained on the district's website.

The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be maintained in the administration office and shall be available for inspection and access by citizens during regular office hours.[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.

The Superintendent or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the Board Policy Manual in a current status.[\[3\]](#)

Legal

1. 24 P.S. 407

2. 24 P.S. 510

3. Pol. 003

4. 65 P.S. 67.701

5. Pol. 801

24 P.S. 510.2

65 P.S. 67.101 et seq

Book	School District for PNN+
Section	000 Local Board Procedures
Title	Principles for Governance and Leadership
Code	011
Status	Active
Adopted	March 4, 2019
Last Revised	September 3, 2019
Last Reviewed	January 16, 2024

This board policy supports the Principles for Governance and Leadership adopted by the board and signed by individual school directors.

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

Lead Responsibly

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

Act Ethically

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

Plan Thoughtfully

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

Evaluate Continuously

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

Communicate Clearly

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

Advocate Earnestly

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

Govern Effectively

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

Field Trip & Vehicle Request Form

The attached is an overnight trip request.

You have been requested to review the following:

Requestor:	joseph_mencarini@l-spioneers.org
Which building is this request from?:	Martin Meylin
Teacher in Charge (MM):	Joseph Mencarini
Today's Date:	2/7/24
Name of Group:	MM 2024 Cape Henlopen Trip
Date of Trip:	7/2-5/2024
Additional Chaperones:	Anne Harnish, Jordan Dilling, others TBD
Departure Time from School:	8:00 AM
Arrival time to Destination:	1:00 PM
Departure Time from Destination:	11:00 AM
Arrival Time to School:	5:00 PM
Trip Destination (List as much information as possible, if multiple stops, list in order):	See last year's PPT here: https://docs.google.com/presentation/d/1bNP8sMIMCDXzqH-mDBtRqr1u2Z7mM6x4/edit?usp=sharing&ouid=102438049108377491699&rtpof=true&sd=true
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):	See last year's flyer here: https://docs.google.com/document/d/12yTImR-SfSW1DDzjf9PdYc5zAa459ILB/edit?usp=sharing&ouid=102438049108377491699&rtpof=true&sd=true
Number of Students Attending:	55
Number of Adults Attending:	5
Substitutes Needed (Periods):	None
Type of Vehicle Requested:	School Bus

If other, please describe:	ALSO NEED 2 VANS. Bus driver has historically stayed with the group for the duration. Last year, this was Julie Grandizio at Shultz.
Number of vehicles needed:	3: 1 bus and 2 vans
Who is paying the trip cost?:	Paid by Group
Which party is responsible for payment?:	Department Funds
Students Attending (Please include Name & Grade):	File Upload 1
Departure Location from School:	Bus Loop
Arrival Location to School:	Bus loop
Will this be an overnight trip?:	Yes

Approval history

In progress

Approved by alicia_kowitz@l-spioneers.org