

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

September 16, 2024

Meeting Called to Order

Opportunity for Public Comment Regarding Agenda Items

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. RECOMMENDATION FOR APPROVAL OF SOLICITOR'S AVERAGE BLENDED RATE

Recommend the approval of Appel, Yost & Zee, LLP to continue as the School District Solicitor at the average blended rate, for the 2024-2025 school year, as posted.

2. DISCUSSION OF 2025 PSBA OFFICER CANDIDATES

Dr. Peart will lead a discussion of the [2025 PSBA Slate of Candidates](#), as follows:

- a. President Elect: [Sabrina Backer](#)
- b. Vice President: [Matt Vannoy](#)
- c. Eastern Zone Representative (3-yr term) [Holly Arnold](#)
- d. PSBA Insurance Trustees
(3 yr. term – choose up to 3) Nathan Mains
Richard Frerichs
William LaCoff

3. DISCUSSION OF UPDATED POLICY

Dr. Peart will lead a discussion on updated Policy 803 School Calendar, as posted.

4. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

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

5. INTRODUCTION OF NEW TEACHERS TO THE SCHOOL BOARD

The Board of School Directors will meet with the new teachers for the 2024-2025 school year.

Opportunity for Public Comment

Adjournment



LAW OFFICES
Thirty-Three North Duke Street
Lancaster, Pennsylvania 17602

APPEL, YOST & ZEE LLP
ATTORNEYS AT LAW

TELEPHONE (717) 394-0521
FACSIMILIE (717) 299-9781
FACSIMILIE (717) 394-0739

William J. Zee, Esquire
Direct Line (717) 368-3597
EMAIL: wzee@appelyostzee.com

September 3, 2024

Via Email: kevin_peart@l-spioneers.org
Kevin S. Peart, Ed.D., Superintendent
Lampeter-Strasburg School District
1600 Book Road
P.O. Box 428
Lampeter, PA 17537-0428

Re: Attorneys' Fees/Hourly Rates – 2024-2025 School Year

Dear Kevin:

We value our relationship with the Lampeter-Strasburg School District and appreciate the opportunity to continue to serve as Solicitor for the School District. We will continue to bill our services in accordance with the hourly rates to be based upon an average blended rate. For the 2024-2025 school year, that rate will be \$225 per hour. All of our efforts on behalf of the School District will continue to be performed at the most cost efficient level.

If you have any questions, please feel free to give me a call.

Sincerely,

William J. Zee

WJZ:mav
00544483.DOCX

cc: Keith Stoltzfus, Business Manager (via email: keith_stoltzfus@l-spioneers.org)
Billing Department

BRANCH OFFICES

OFFICE AT LEOLA, PA
(717) 354-4117

OFFICE AT STRASBURG, PA
(717) 687-7871

OFFICE AT QUARRYVILLE, PA
(717) 786-3172

OFFICE AT CHRISTIANA, PA
(610) 593-6740

Book School District for PNN+
Section 800 Operations
Title School Calendar
Code 803 Vol III 2024
Status Active

Purpose

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district **and communication with students, staff, parents/guardians and the school community.**

Authority

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days **or hours** under the direction of certified school employees for fulfilling the minimum required days **or hours** of instruction under law, regulations **and state guidance.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The school calendar shall normally consist of a minimum of 180 student days **or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level and 450 hours of instruction for half-day kindergarten programs.**
[\[1\]](#)[\[2\]](#)[\[8\]](#)[\[10\]](#)

The Board reserves the right to alter the school calendar when it is in the best interests of the district, **including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.**[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[9\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Temporary provisions established in accordance with law may include but are not limited to:[\[1\]](#)[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[12\]](#)[\[13\]](#)[\[15\]](#)

1. Keeping schools in session such days and **hours** as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days **or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level and 450 hours of instruction for half-day kindergarten programs.**
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

Delegation of Responsibility

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education **and** Board policy.[15]

PSBA Revision 6/24 © 2024 PSBA

Legal References

[1. 24 P.S. 133](#)

[2. 24 P.S. 1501](#)

[3. 24 P.S. 1502](#)

[4. 24 P.S. 1503](#)

[5. 24 P.S. 1504](#)

[6. 24 P.S. 1505](#)

[7. 24 P.S. 1506](#)

[8. 22 PA Code 11.1](#)

[9. 22 PA Code 11.2](#)

[10. 22 PA Code 4.4](#)

[11. 24 P.S. 520](#)

[12. 24 P.S. 520.1](#)

[13. 24 P.S. 1501.3](#)

14. Pol. 006

15. Pol. 805

Pol. 204

Pol. 804

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

803-AR-0. SCHOOL CALENDAR

The school calendar will state the starting and ending dates of a school year, the days of the week that school will be in session, the dates when school will not be in session, and the dates of scheduled half-day sessions and early dismissals.

School Calendar Development

In preparing the annual school calendar for Board consideration, the Superintendent and administrators shall develop a proposed calendar that meets the minimum number of days or hours, as required by law and Board policy.

Provisions and requirements in the following areas will be considered in the development of the proposed school calendar:

1. Collective bargaining agreements, administrative compensation plans and individual staff contracts.
2. Contract provisions of services, including but not limited to, transportation, food services, substitute services and health or behavioral health services.
3. Individualized Education Programs (IEPs), Section 504 Service Agreements and Gifted Individualized Education Plans (GIEPs), including provisions for number of instructional days if specified, contracted services to be provided to students and Extended School Year services.
4. Dual enrollment program agreements with postsecondary institutions.
5. Career and Technical Center program participation, including transportation provisions and half-day programs.
6. State assessment schedules and other testing schedules (including Advanced Placement exams, standardized tests and other scheduled assessments).
7. Student access to meals and other services provided by the district, including before and after-school tutoring and programming.

8. Scheduling and competitions of school-sponsored activities, including extracurricular programs and interscholastic athletics.
9. Building maintenance, repair and construction work scheduled for school facilities.
10. Community and school-based child care options for families.

School Calendar Revisions

The school calendar, including changes to school day starting and ending times, dates or days of the week when school will not be in session and changes to any partial-day sessions, may be revised in cases of emergency, in accordance with law and Board policy.

Following each emergency school closing or calendar adjustment, the Board will adopt a revised school calendar, if necessary. The Superintendent or designee will document alterations to the school calendar, in accordance with Board policy.

Schools will be in session during the school year in accordance with the following minimums:

1. Kindergarten – 450 hours for half-time; 900 hours for full-time.
2. Elementary – 900 hours.
3. Secondary – 990 hours.

Days School is Not in Session

When developing the annual school calendar for Board approval, district administrators will ensure that school sessions are normally not scheduled on the following:

1. Saturdays, for ordinary instruction, unless the school week is scheduled as Tuesday through Saturday for the entire school term.
2. Sundays.
3. Memorial Day.
4. Fourth of July.
5. Thanksgiving.
6. Christmas.
7. January 1.
8. Times of teacher inservice training.

The Superintendent and building principals may decide which holidays will be observed by special exercises in the schools, but will require that each school observe Veterans' Day by special exercises.

Activities Counted as Instructional Time

In accordance with guidance from the PA Department of Education, activities under the direction of certified school employees, which may be counted as student instructional time include, but are not limited to:

1. Remote or alternative methods of instruction provided under the direction of certified school employees.
2. Student services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours and in accordance with law, regulations and Board policy.
3. Opening exercises, including circle time in pre-K and kindergarten, homeroom periods, supervised study halls and time when students are eating breakfast during the regularly scheduled homeroom periods or during classroom instruction.
4. Assemblies, clubs, student councils and similar activities conducted during school hours.
5. School, group or class educational trips, to which admission is not charged to students or parents/guardians, if accompanied by a certified school employee, and in accordance with Board policy.
6. Fire, school security, emergency preparedness and other similar drills.
7. Pre-K and kindergarten orientation activities, snack time and play time if they are an integral part of the pre-K and kindergarten curriculum as long as they take place under the direction of a certified school employee and are used for student learning experiences.
8. For students in graduating classes, up to three (3) days for graduation preparation within sixty (60) days of the commencement ceremony, under the supervision of certified school employees. Graduation preparation may be held on Saturdays or scheduled instructional days.
9. Early dismissal and delayed opening due to inclement weather.

Flexible Instructional Days

The Superintendent or designee will apply to the PA Department of Education for use of Flexible Instructional Days in accordance with law and guidelines issued by the PA Department of Education.

Act 80 Exceptions

The Superintendent or designee may apply for an Act 80 exception to the PA Department of Education only if the school calendar is based on instructional days and not on number of instructional hours, or if required by an applicable collective bargaining agreement.

The proposed request must be approved by the Board and include the date of each requested exception and the reason for each requested exception.

If the district is approved for Act 80 exceptions, the school calendar must include the minimum number of instructional hours in accordance with law, regulations and Board policy.

Reporting

The Superintendent or designee will report the number of instructional days or hours in the school calendar annually to the PA Department of Education as part of the end-of-year child accounting data collection.

Resources

PA Department of Education Basic Education Circular on Instructional Time:
<https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/InstructionalTime.aspx>

PA Department of Education Act 80 Requests: <https://www.education.pa.gov/Teachers%20-%20Administrators/Child%20Accounting/Pages/Forms-For-Filing-with-PDE.aspx>



Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

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



LEAD RESPONSIBLY

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



ACT ETHICALLY

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



PLAN THOUGHTFULLY

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



EVALUATE CONTINUOUSLY

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



COMMUNICATE CLEARLY

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



ADVOCATE EARNESTLY

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



GOVERN EFFECTIVELY

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

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

Adopted on: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____