

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

President Melissa S. Herr called the meeting to order at 7:36 p.m.

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Matthew E. Parido, Mr. Dustin D. Knarr, Mr. Dean E. McComsey, Mrs. Suzanne S. Knowles, Mrs. Kristin M. Staley, Mrs. Kari A. Steinbacher, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Amanda M. Allison; Administrators, Mr. William E. Griscom, Jr., Mrs. Karen L. Staub, Dr. Benjamin J. Feeney, Mrs. Melissa L. Swarr, Mrs. Alicia C. Kowitz, Mr. Cory S. Robison, Dr. Michele B. Westphal, Dr. Jeffrey T. Smecker, Ms. Jennifer L. Felix; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

ABSENT: Board Member, Ms. Kelly A. Osborne.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Welk moved and Mrs. Steinbacher seconded the motion to approve the Minutes of the regularly scheduled meetings on November 4 and November 18, 2024.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Dr. Peart congratulated Mrs. Herr and Mr. Parido for being appointed president and vice president, respectively.

Mrs. Knowles and Mrs. Kowitz recognized November Students of the Month from Martin Meylin Middle School.

Mrs. Knowles and Dr. Feeney recognized November Pioneer Superlatives and Students of the Month from Lampeter-Strasburg High School.

Dr. Feeney shared information on the artwork displayed in the Board room from art students at Lampeter-Strasburg High School.

Dr. Peart recognized Karren Kurtz, head custodian at Lampeter-Strasburg High School, who received the 2025 Rise Certificate of Achievement signed by the secretary of the Pennsylvania Department of Education.

Dr. Peart shared the following communications:

1. Blair, Emilie J. – a letter requesting a leave of absence.
2. Brenchley, Christine M. – a letter requesting a leave of absence.
3. Garcia, Alicia M. – a letter requesting a leave of absence.
4. Gmuca, Louann – a letter requesting a leave of absence.
5. Gochnauer, Marybeth – a letter requesting a leave of absence.
6. Long, Deborah K. – a letter requesting a change of status.
7. Miller, Tammy M. – a letter requesting a decrease in hours.
8. Smith, Eileen J. – a letter requesting a leave of absence.
9. Veety, Maureen M. – a letter requesting a leave of absence.
10. Welk, Jr., Donald – A letter of appreciation for support of the fair on behalf of the West Lampeter Community Fair Association Board of Directors.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

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

Thereafter, Mr. Knarr moved and Mr. Welk seconded the motion to accept the treasurer's report as submitted and to approve the payment of bills for the General Fund in the amount of \$1,777,503.42, Cafeteria Fund checks in the amount of \$83,623.37, Capital Reserve Fund checks in the amount of \$161,586.66, Capital Projects Fund checks in the amount of \$94,256.60, and Athletic Account Officials in the amount of \$132.00.

A voice vote was unanimous in favor of the motion.

ACADEMIC COMMITTEE – Mr. Matthew E. Parido, Chairperson

No report.

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

Mr. Welk reported on the Buildings and Grounds Committee meeting from November 18, 2024.

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

No report.

FINANCE COMMITTEE – Mr. Dustin D. Knarr, Chairperson

No report.

PERSONNEL COMMITTEE – Mrs. Suzanne S. Knowles, Chairperson

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

1. APPROVAL OF EMPLOYMENT – SUPPORT

- a. Amy Fasnacht, as a cafeteria monitor at Hans Herr Elementary School retroactively effective to November 22, 2024. Ms. Fasnacht will become a category E support employee and will be compensated \$16.25 per hour.
- b. Charmaine Gaudet, as a Title I assistant at Hans Herr Elementary School retroactively effective to December 3, 2024. Ms. Gaudet will become a category D support employee and will be compensated \$18.75 per hour.
- c. Ann F. Harrington, as a SACC aide at Hans Herr Elementary School retroactively effective to December 3, 2024. Ms. Harrington will become a category E support employee and will be compensated \$16.01 per hour.
- d. Ashley B. Herold-Fairchild, as a special education teacher assistant at Lampeter-Strasburg High School effective December 9, 2024. Ms. Herold-Fairchild will become a category C support employee and will be compensated \$16.01 per hour.

2. APPROVAL OF CHANGES OF STATUS

- a. Tiffany Byers, kitchen helper, Lampeter-Strasburg High School. Ms. Byers will become assistant kitchen manager at Lampeter-Strasburg High School retroactively effective to November 4, 2024. She will become a category C support employee and will be compensated \$16.55 per hour.
- b. Deborah K. Long, assistant kitchen manager, Martin Meylin Middle School. Ms. Long has resigned her position as assistant kitchen manager and will become a kitchen helper at Martin Meylin Middle School retroactively effective to November 13, 2024. She will become a category D support employee and will be compensated \$16.42 per hour.
- c. Tammy M. Miller, kitchen helper, Martin Meylin Middle School. Ms. Miller has requested a decrease in hours to 726 annual hours. She will become a category E support employee with no change in compensation retroactively effective to November 13, 2024.



8. APPROVAL OF VOLUNTEERS

2024-2025 volunteers, as follows:

Fowler, Teresa J.  
Harsh, Gehrig M.  
Heisey, Richard J.  
Livengood, Christie M.  
Phenegar, Tyler S.  
Pontz, Patricia M.  
Pope, Katelyn N.  
Vernalli, Brandon J.

9. APPROVAL OF UPDATED POLICY (SECOND READING)

Approval of updated Policy 314 Physical Examination (second reading), as attached to these Minutes.

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

Dr. Godfrey reported on Title I and Federal programs.

LIAISON REPORTS

Mr. Welk reported on the Lancaster County Career and Technology Center.

STUDENT REPRESENTATIVES – Mr. Truman Horst, Mr. Shrey Singh

Mr. Singh reported on events at the Lampeter-Strasburg Early Childhood Center, Lampeter Elementary School, Hans Herr Elementary School, and Martin Meylin Middle School.

Mr. Horst reported on events at Lampeter-Strasburg High School.

SUPERINTENDENT'S REPORT – Dr. Kevin S. Peart

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

APPROVAL OF 2023-2024 AUDIT CERTIFICATION

Mrs. Knowles moved and Mr. Knarr seconded the motion to approve the approval of the 2023-2024 audit certification based on the financial statements presented by Withum Smith + Brown, at the November 18, 2024, Board Workshop meeting, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF NEW COURSES FOR LAMPETER-STRASBURG HIGH SCHOOL

Mr. Parido moved and Mrs. Steinbacher seconded the motion to approve new course proposals for Lampeter-Strasburg High School, as follows:

- a. Advanced Literacy for College and Career (English Department Elective)
- b. Introduction to Forensics (Science Elective)

APPROVAL OF THE 2025-2026 LAMPETER-STRASBURG HIGH SCHOOL COURSE SELECTION GUIDE

Mr. Welk moved and Mrs. Staley seconded the motion to approve the 2025-2026 Lampeter-Strasburg High School Course Selection Guide.

A voice vote was unanimous in favor of the motion.

APPROVAL OF FIELD TRIP

Mrs. Steinbacher moved and Mrs. Knowles seconded the motion to approve an overnight field trip for members of the Garden Spot FFA to attend the PA FFA State Conference (called ACES) from February 15 – 16, 2025, at the Sheraton Hotel, Harrisburg, PA.

A voice vote was unanimous in favor of the motion.

APPROVAL OF FACILITY USAGE FEE WAIVER

Mr. Welk moved and Mr. McComsey seconded the motion to approve facility usage fees to be waived (excluding custodial fees) for the Lancaster County Emergency Management Agency for use of the Lampeter-Strasburg High School grand hallway, competition gym, wrestling room and hallway, three team rooms, one classroom, and cafeteria on Saturday, April 12, 2025, from 7:00 a.m. to 5:00 p.m.

A voice vote was unanimous in favor of the motion.

OPPORTUNITY FOR PUBLIC COMMENT

No comment.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:14 p.m. to discuss a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency.

MEETING RECONVENED AND ADJOURNED

The meeting reconvened and was properly adjourned at 9:07 p.m.

Mary E. Williams  
Secretary