

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

September 2, 2025

A G E N D A

Meeting Called to Order

Pledge of Allegiance

Introduction of Guests

Opportunity for Public Comment regarding Agenda Items

Approval of Minutes of Previous Meetings

Communications and Recognition

Treasurer's Report – Mr. Keith A. Stoltzfus

Academic Committee – Mr. Matthew E. Parido, Chairperson

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

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

Finance Committee – Mr. Dustin D. Knarr, Chairperson

Personnel Committee – Mrs. Suzanne S. Knowles, Chairperson

Federal Programs – Dr. Michele B. Westphal, Representative

Liaison Reports

Student Representatives –Mr. Shrey Singh, Miss Quinn Flory

Superintendent's Report

Old Business

New Business

Opportunity for Public Comment

Adjournment

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

September 2, 2025

FOR BOARD ACTION

PERSONNEL COMMITTEE

1. RECOMMENDATION FOR APPROVAL OF RESIGNATIONS

Recommend the approval of a resignation from the following individuals:

- a. Jessica M. Althouse, kitchen helper, Lampeter Elementary School, retroactively effective to August 22, 2025.
- b. Kristi L. Curry, building secretary, Lampeter Elementary School, retroactively effective to August 15, 2025.

2. RECOMMENDATION FOR APPROVAL OF EMPLOYMENT – ADMINISTRATIVE

Recommend the approval of Nathan D. Byler to be employed as technology director for Lampeter-Strasburg School District, effective on or before November 3, 2025, pending receipt of required documentation. His annual compensation will be \$137,253 based upon the District administrative compensation schedule.

3. RECOMMENDATION FOR APPROVAL OF EMPLOYMENT – SUPPORT

Recommend the approval of employment of the following individuals in support or non-permanent positions:

- a. Madeline R. Groom, as bookkeeper and buildings and grounds secretary at the District administration building effective September 22, 2025. Ms. Groom will become a category A support employee and will be compensated \$21.00 per hour.
- b. Joseph A. Hojnacki, as a second shift custodian at the Lampeter-Strasburg Early Childhood Center and Lampeter Elementary School retroactively effective to September 2, 2025. Mr. Hojnacki will become a category A support employee and will be compensated \$17.00 per hour.
- c. Rebecca M. Hufford, as the building secretary at Lampeter Elementary School retroactively effective to August 25, 2025. Ms. Hufford will become a category B support employee and will be compensated \$17.00 per hour.
- d. Victoria E. Leonard, as a special education teacher assistant at Lampeter-Strasburg High School retroactively effective to August 18, 2025. Ms. Leonard will become a category C support employee and will be compensated \$17.00 per hour.
- e. Justina L. Martin, as a Title I assistant at Lampeter Elementary School retroactively effective to September 2, 2025. Ms. Martin will become a category D support employee and will be compensated \$21.00 per hour.
- f. Sarah J. McCauley, as a SACC assistant group supervisor at Lampeter Elementary and Hans Herr Elementary Schools effective September 3, 2025. Ms. McCauley will become a category E support employee and will be compensated \$17.01 per hour.
- g. Zachariah T. Swaim, as a special education teacher assistant at Martin Meylin Middle School effective September 2, 2025. Mr. Swaim will become a category C support employee and will be compensated \$16.52 per hour.

4. RECOMMENDATION FOR APPROVAL OF CHANGES OF STATUS

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

- a. Kristine M. Andeloro, SACC assistant group supervisor, Lampeter Elementary School and Hans Herr Elementary School. Ms. Andeloro will have increase in hours from 400 to 1,400 annual hours effective September 8, 2025. She will become a category C support employee and will be compensated \$17.02 per hour.

- b. Laura A. Hambleton, 10-month guidance secretary, Lampeter-Strasburg High School. Ms. Hambleton will have an increase in annual hours from 1,352 to 1,433 annual hours retroactively effective to July 1, 2025. She will remain a category C support employee with no change in compensation.
- c. Lauren Rinier, SACC assistant group supervisor, Lampeter-Strasburg Early Childhood Center. Ms. Rinier will become a SACC group supervisor at the Lampeter-Strasburg Early Childhood Center retroactively effective to August 18, 2025. Ms. Rinier will remain a category C support employee and will be compensated \$17.50 per hour.

5. RECOMMENDATION FOR APPROVAL OF CHANGES TO SUPPLEMENTAL CONTRACTS

Recommend the approval of 2025-2026 additions/deletions to supplemental contracts, as follows:

a. Gerrit Stech	Soccer - Boys - Asst - 50% of 50%	\$1,260.00	Addition
b. Scott Cantrell	Stage Crew - Construction - 30%	\$ 810.90	Addition
c. Benjamin Stiles	Stage Crew - Construction - 70%	\$1,521.10	Addition

6. RECOMMENDATION FOR APPROVAL OF SUBSTITUTES

Recommend the approval of 2025-2026 substitutes in their respective capacities, as follows:

Certified Substitutes

De Biasi, James C.	Social Studies 7-12
Hinkle, Christina	Elementary K-6
Horning, Sarah J.	Elementary K-6; Mid-Level Mathematics 6-9
Keares, Chrysanthi D.	Grades PK- 4; Grades 4-8 (All subjects 4-6, Mathematics 7-8); Business, Computer and Information Technology PK-12
St. John, Jacqueline A.	Spanish PK-12
Widmaier, Greta O.	Technology Education PK-12 – Millersville student
Wissler, Donna W.	Elementary K-6; Physical Handicapped K-12

Emergency Certified Substitutes

Ammon, Elizabeth A.	All Instructional Areas PK-12
Clough, Susan B.	All Instructional Areas PK-12
Glah, Joanne	All Instructional Areas PK-12
Kachel, Madeline	All Instructional Areas PK-12
King, Linda S.	All Instructional Areas PK-12
Lovern, Jamie	All Instructional Areas PK-12
Nauman, Rebecca	All Instructional Areas PK-12
Soto, Kaitlyn M.	All Instructional Areas PK-12
Turner, Ruth	All Instructional Areas PK-12
Weitzel, Jennifer A.	All Instructional Areas PK-12

Support Staff Substitute

Turner, Ruth M.

7. RECOMMENDATION FOR APPROVAL OF VOLUNTEER

Recommend the approval of Krista M. Lewis as a 2025-2026 volunteer.

8. RECOMMENDATION FOR APPROVAL OF EVENT WORKER

Recommend the approval of Jacqueline A. St. John as a 2025-2026 event worker.

BUSINESS AND FINANCE COMMITTEE

9. RECOMMENDATION FOR APPROVAL OF AGREEMENT OF SERVICES

Recommend the approval of an agreement of services with Winner’s Circle Center, Inc., as posted.

10. RECOMMENDATION FOR APPROVAL OF SPECIAL EDUCATION CONTRACTS

Recommend the approval of a special education services as follows:

a. New Story	2025-2026	2 new students	\$375 and \$415 – daily rates
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b. The Vista School 2025-2026 1 current student \$3,660 – annual expense

ACADEMIC COMMITTEE

11. RECOMMENDATION FOR APPROVAL OF AGREEMENTS FOR TITLE I AND TITLE II NON-PUBLIC SERVICES

Recommend the approval of agreements for Title I and Title II non-public services with Lancaster-Lebanon IU13, as posted.

12. RECOMMENDATION FOR APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH COMPASS MARK

Recommend the approval of a Memorandum of Understanding with Compass Mark, as posted.

MISCELLANEOUS

13. RECOMMENDATION FOR APPROVAL OF UPDATED BOARD POLICIES (SECOND READING)

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

- a. Policy 317 Conduct/Disciplinary Procedures
- b. Policy 317.1 Educator Misconduct

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

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

- a. Policy 801 Public Records
- b. Policy 815 Acceptable Use of Internet, Computers and Network Resources
- c. Policy 819 Suicide Awareness, Prevention and Response

15. RECOMMENDATION FOR APPROVAL OF FIELD TRIP

Recommend the approval of an overnight field trip for the Garden Spot FFA to the National FFA Convention in Indianapolis, Indiana from October 27 to November 1, 2025.

FOR BOARD INFORMATION

1. The Buildings and Grounds Committee will be meeting at 6:30 p.m. on Monday, September 15, 2025.
2. The Board Workshop Meeting will be held at 7:30 p.m. on Monday, September 15, 2025.
3. The Academic Committee will be meeting at 6:30 p.m. on Monday, October 6, 2025.
4. The next regularly scheduled Board Meeting will be held at 7:30 p.m. on Monday, October 6, 2025.
5. The Finance Committee will be meeting at 6:30 p.m. on Monday, October 27, 2025.

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
August 4, 2025

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

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Matthew E. Parido, Mrs. Suzanne S. Knowles, Mr. Dean E. McComsey, Ms. Kelly A. Osborne, Mrs. Kristin M. Staley, Mrs. Kari A. Steinbacher, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Michele B. Westphal; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Amanda M. Allison; Administrators, Mrs. Karen L. Staub, Mrs. Alicia C. Kowitz, Mr. Cory S. Robison, Dr. Jeffrey T. Smecker, Ms. Jennifer L. Felix; Athletic Director, Dr. Branden Lippy; Buildings and Grounds Director, Mr. Glenn Davis; Network Administrator, Mr. Michael Keene; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

ABSENT: Board Member, Mr. Dustin D. Knarr.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comments.

MINUTES

Mr. Welk moved and Ms. Osborne seconded the motion to approve the Minutes of the regularly scheduled meeting on June 9, 2025.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Dr. Peart recognized Mr. Glenn Davis and the buildings and grounds team for preparing the school district for open houses and the start of school.

Dr. Peart thanked Mr. Michael Keene and the technology department team for their work across the District.

Dr. Peart shared a thank you note to the School Board from the 2025-2026 Salutatorian.

Dr. Peart shared the following communications:

1. Eanone, Dawn L. – a letter of resignation.
2. Flury, Ashli A. – a letter of resignation.
3. Kepley, Alexis C. – a letter of resignation.
4. Marcroft, Cheryl Lee – a letter of resignation.
5. Rohrer, Jenna K. – a letter of resignation.
6. Rose, Monica J. – a letter of resignation.
7. Walter, Delinda D. – a letter of resignation.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

Mr. Stoltzfus presented the check registers from June 30, 2025, and August 4, 2025.

ACADEMIC COMMITTEE – Mr. Matthew E. Parido, Chairperson

No report.

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

No report.

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 the personnel items 1 through 19, with the exception of item 17, as a consent agenda. Mr. Parido seconded the motion. A voice vote was unanimous in favor of the motion to approve the consent agenda as follows:

1. APPROVAL OF RESIGNATIONS

- a. Dawn L. Eanone, kitchen helper, Martin Meylin Middle School, retroactively effective to May 28, 2025.
- b. Ashli A. Flury, Title I assistant, Lampeter Elementary School, retroactively effective to July 28, 2025.
- c. Alexis C. Kepley, SACC assistant group supervisor, Lampeter Elementary School, retroactively effective to June 30, 2025.
- d. Cheryl Lee Marcroft, personal care assistant, Lampeter-Strasburg High School, retroactively effective to July 31, 2025.
- e. Jenna K. Rohrer, Title I assistant, Hans Herr Elementary School, retroactively effective to July 24, 2025.
- f. Monica J. Rose, special education teacher assistant, Lampeter-Strasburg High School, effective August 8, 2025.
- g. Delinda D. Walter, SACC assistant group supervisor, Lampeter-Strasburg Early Childhood Center, retroactively effective to June 27, 2025.

2. APPROVAL OF EMPLOYMENT – ADMINISTRATIVE

Zachariah J. Mussmon as assistant principal at Lampeter-Strasburg High School, effective fall of 2025, pending receipt of required documentation. His annual compensation will be \$95,000 based upon the District administrative compensation schedule and prorated upon release date from current employer.

3. APPROVAL OF EMPLOYMENT – SALARY EXEMPT

Anya J. Badulak to serve as an athletic trainer/health room assistant, assigned to Lampeter-Strasburg High School, retroactively effective to July 1, 2025. Ms. Badulak will become a 10-month salary exempt employee and will be compensated \$62,000 annually.

4. APPROVAL OF EMPLOYMENT – PROFESSIONAL

- a. Abigail R. Hostetter, as a long-term substitute first grade teacher at Lampeter Elementary School effective August 6, 2025, pending receipt of required documentation. Ms. Hostetter will be compensated \$361.77 per diem based upon Step 1, Level B, of the District compensation agreement.
- b. Sarah E. Martin as a long-term substitute fourth grade teacher at Hans Herr Elementary School effective August 6, 2025. Ms. Martin will be compensated \$361.77 per diem based upon Step 1, Level B, of the District compensation agreement.

5. APPROVAL OF EMPLOYMENT – SUPPORT

- a. Janette E. Frankford, as a special education teacher assistant at Lampeter-Strasburg High School effective August 15, 2025. Ms. Frankford will become a category C support employee and will be compensated \$17.00 per hour.
- b. Chrysanthi D. Keares, as a math assistant at Martin Meylin Middle School effective August 19, 2025. Ms. Keares will become a category C support employee and will be compensated \$20.50 per hour.

- c. John R. Leed, as District maintenance assistant assigned to the maintenance building, retroactively effective to July 8, 2025. Mr. Leed will become a category A support employee and will be compensated \$20.00 per hour.
- d. Arianna G. Long, as a SACC assistant group supervisor at Lampeter Elementary School and the Lampeter-Strasburg Early Childhood Center effective August 11, 2025. Ms. Long will become a category C support employee and will be compensated \$16.50 per hour.
- e. Carla M. Major, as building secretary at Hans Herr Elementary School effective August 5, 2025. Ms. Major will become a category B support employee and will be compensated \$17.45 per hour.
- f. Katee C. Wodarczyk, as a special education teacher assistant at Lampeter-Strasburg High School effective August 15, 2025. Ms. Wodarczyk will become a category C support employee and will be compensated \$20.00 per hour.

6. APPROVAL OF A CHANGES OF STATUS

- a. Carol W. Florig, SACC group supervisor, Hans Herr Elementary School. Ms. Florig will have a decrease in hours from 1,400 to 1,000 annual hours. She will become a category D support employee with no change in compensation effective August 4, 2025.
- b. David I. Hileman, SACC assistant group supervisor, Lampeter Elementary School. Mr. Hileman will have a decrease in hours from 1,200 to 1,000 annual hours. He will become a category D support employee with no change in compensation effective August 4, 2025.
- c. Jacqueline M. Maule, SACC aide, Lampeter-Strasburg Early Childhood Center. Ms. Maule will have a decrease in hours from 1,280 to 480 annual hours. She will become a category E support employee with no change in compensation effective August 4, 2025.
- d. Douglas E. Perry, second shift custodian at Lampeter-Strasburg Early Childhood Center and Lampeter Elementary School. Mr. Perry will become the second shift lead custodian at Lampeter Elementary School retroactively effective to July 1, 2025. He will remain a category A support employee and will be compensated \$17.44 per hour.

7. APPROVAL OF EXTENDED SCHOOL YEAR TEACHER

Melissa M. Gramley as a 1:1 home-based extended school year (ESY) teacher on various dates between June 16, 2025, through August 1, 2025. Ms. Gramley will be compensated at her per diem rate for this assignment.

8. APPROVAL OF EXTENDED SCHOOL YEAR NURSE

Joy A. Lewis as an extended school year (ESY) nurse on various dates between June 16, 2025, through August 1, 2025. Ms. Lewis will be compensated at her per diem rate for this assignment.

9. APPROVAL OF EXTENDED SCHOOL YEAR VAN DRIVERS

Approval of the following individuals as van drivers on various dates retroactively between June 23 and July 24, 2025, for extended school year (ESY), paid at the 2024-2025 and 2025-2026 hourly substitute rates.

Brands, John E.
Greenwood, Kristen R.

10. APPROVAL OF EXTENDED SCHOOL YEAR VAN AIDE

Kenna M. Denlinger as a van aide on various dates between June 23 and July 31, 2025, for extended school year (ESY), at the rate of \$17.50 per hour.

11. APPROVAL OF SUMMER CUSTODIAL EMPLOYEES

Summer employees at the hourly compensation indicated:

Hans Herr Elementary School
Hartman, Pierson B. \$14.01

Martin Meylin Middle School

Williams, Brennan A. \$14.01

12. APPROVAL OF SUBSTITUTES

2025-2026 substitutes, as follows:

Certified Substitutes

Bailey, Julia S.	Elementary K-6
Bell, Kristin N.	Elementary K-6
Berryman, Diane L.	Health & Physical Education
Buckius, Kimberly	Elementary K-6
Daneshvar, Shahnaz M.	Early Childhood N-3, Elem K-6, Reading Specialist K-12, ESL K-12
DeFelice, Danielle	English 7-12; Communications 7-12
Donall, Laura R.	Music
Engle, Jennifer K.	French PK-12
Fish, Craig T.	Elementary K-6, Social Studies 7-9
Flury, Ashli	Elementary K-6; Reading Specialist PK-12
Fowler, Teresa J.	Mental and/or Physical Handicapped K-12
Grossman, Alexandria	Grades PK-4
Hazell, David L.	Music PK-12
Herr, Lauren C.	Elementary K-6
Herr, Nicole R.	Elementary K-6
Herr Thomas	Physics
Johnson, Joan	Mathematics 7-12
Kallerud, Dana	Elementary K-6; Grades PK-4; Special Education PK-8
Keener, Wendy L.	Music
Kochel, Pamela J.	Chemistry; Physics 7-12
Lynch, Cathy J.	Elementary K-6, FSC PK-12
Martin, Tyler D.	Health and Physical Education K-12 – Lancaster Bible College student
McCreary, Brian	Special Education PK-12
McGrath, Rebecca L.	Elementary K-6
Meyer, Michele L.	Art PK-12, FCS PK-12
Moyer, Elisabeth A.	Elementary K-6
Rhinier, Ruth	Elementary K-6
Risser, Jennifer L.	Elementary K-6, Mid-Level English 7-9, Mid-Level Math 7-9, Special Education N-12, Reading Specialist
Seace, Susan L.	Elementary K-6
Shrom, Mindy L.	Elementary; Elementary Principal
Spencer, Vanessa L.	Grades PK-4
St. John, Jacqueline	Spanish
Stottlemyer, Kevin M.	Mathematics 7-12
Telesco, Melissa	Music PK-12
Weaver, Cheryl R.	Elementary K-6
Weikert, Kimberly K.	Biology 7-12
Wittmann, Erick	Elementary K-6
Wodarczyk, Katee C.	Mid-Level English 6-9; Special Education PK-12
Yukenavitch, Michelle L.	Grades PK-4

Emergency Certified Substitutes

Buchanan, Terry L.	All Instructional Areas PK-12
Daneshvar, Shahnaz M.	All Instructional Areas PK-12
Gawne, Jennifer A.	All Instructional Areas PK-12
Herr, Stephanie K.	All Instructional Areas PK-12
Hinkle, Beverly A.	All Instructional Areas PK-12
Lukes, Janet K.	All Instructional Areas PK-12
McQueen, Cynthia A.	All Instructional Areas PK-12
Moyer, A. Jane	All Instructional Areas PK-12
Mwangi, Phillis N.	All Instructional Areas PK-12
Nendza, Jessica	All Instructional Areas PK-12
Patterson, Katherine S.	All Instructional Areas PK-12
Reynolds, Karen C.	All Instructional Areas PK-12
Risser, Christine A.	All Instructional Areas PK-12
Schultz, Marcia	All Instructional Areas PK-12
Stoeckl, Ian M.	All Instructional Areas PK-12
Stoner, Jacqueline	All Instructional Areas PK-12

Stoner, William H.	All Instructional Areas PK-12
Venditti, Thomas C.	All Instructional Areas PK-12
Woyurka, Kylie L.	All Instructional Areas PK-12

Support Staff Substitutes

Bailey, Wyatt A.
Brands, John E.
Benner, Elaine T.
Binkley, Lisa M.
Bleecher, R. Scott
Breneman, Danielle M.
Brown, Taylor N.
Campbell, Danielle N.
Colyer, Joseph A.
Cramer, Isaac M.
Curry, Kristi L.
DaLauro, Mary T.
Denlinger, Donald M.
Esh, Calvin E.
Fahnestock, Ryan S.
Fasnacht, Amy L.
Fritz, Lindsay M.
Galante, Cathy L.
Gast, Barbara L.
Gray, Magdiel E.
Greenwood, Steven M.
Harnish, Donna M.
Heil, Tiffany L.
Heil, Zachary D.
Heist, Diana R.
Henry, Michael K.
Herr, Brooke E.
Herr, Lauren C.
Herr, Stephanie K.
Hostetter, Beth A.
Huss, Walter S.
Kauffman, M. David
Kulp, Stephanie R.
LaFon, Megan L.
Landis, Erin R.
Lantz, Lisa M.
Maines, Cozette E.
Major, Carla M.
Maule, Jacqueline M.
Meck, Jennifer L.
Messinger, Brady M.
Messinger, Chase A.
Miller, Tammy M.
Minder, Cora R.
Mitchell, R. Eugene
Mowrer, Kristi E.
Nebel, Hayden E.
Nieli, Jessica L.
Pickel, Connie L.
Reichert, Jill L.
Reynolds, Karen C.
Rinier, Melinda B.
Saurbaugh, Paige
Seace, Susan L.
Sherack, Lyndsey M.
Slade, Mary K.
Smoker, Jody M.
Souders, Jay R.
Stauffer, Bradley L.
Stauffer, Wesley E.
Styer, Vickie

Sylvester Jr., Jerry
Tatman, Dalton W.
Wagner, Kyle M.
Walter, Delinda D.
Weit, Jessica M.
White, Micah P.
Willig, Natalie C.

13. APPROVAL OF ELECTION OF SPONSORS FOR CO-CURRICULAR POSITIONS, COACHING POSITIONS, AND SUPPLEMENTAL CONTRACTS

Approval of persons to be elected for co-curricular positions, coaching positions, and supplemental contracts with the accompanying compensation for the 2025-2026 school year, as attached to these Minutes.

14. APPROVAL OF ELECTION OF LEADERSHIP POSITIONS

Employment of the following persons to serve in 2025-2026 leadership roles:

Department Heads - High School

Christy McCanna	Social Studies
Michelle Schatzmann	Special Education
Adam Zurn	Practical Arts

Compensation: \$4,000

Subject Area Lead Teachers - High School

Susan Rettew	English
Derrick Morgan	Health/Physical Education
Ryan Novak	Science
Jennifer Wade	Fine Arts
Donald Spangler	Mathematics
Edward Krasnai - 50%	Guidance

Compensation: \$4,000

District Department Head Coaches and Supervisors

Joan Johnson	K-12 Mathematics
Amanda Gustafson	K-12 Language Arts
Jennifer Risser	K-12 Technology
Kerri Eberly	K-12 Guidance
Donna Bitler	K-12 Health

Compensation: \$4,000

Department Heads - Middle School

Paula Long	Language Arts
Rebecca Middleton	Math
Jennifer Grimm	Social Studies
Matthew Wieand	Science
Michelle Kennedy	Special Education
Amy Beard	Creative Arts

Compensation: \$2,000

Team Leaders - Middle School

Laura Fehrenbacher	Grade 6
John Manion	Grade 6
Melissa Yowler	Grade 7
Alyson Gleiberman	Grade 7
Janelle Kershner	Grade 8
Marshall Krebs	Grade 8

Compensation: \$3,500

Elementary Grade Level Chairpersons

Amanda Spealman	Specialists
Rachel Welsh	Special Education
Christina Crumpler	Kindergarten
Jenna Kim	Grade 1
Allison Wagner	Grade 1
Melissa Russell	Grade 2
Kimberly Smith	Grade 2

Kristen Greenwood	Grade 3
Jessica Bledsoe	Grade 3
Karen Parise	Grade 4
Erin Whiskeyman	Grade 4
Sarah Capoferri	Grade 5
Daniel Colvin	Grade 5
William Valenzo	Specialists
Kara Grove	Program Specialists
Caitlin Gilbert	Special Education/Program Specialists
Megan Burkholder	Special Education/Program Specialists

Compensation: \$1,000

Supervisor – Elementary Schools
 Kara Grove Reading
 Compensation: \$4,000

15. APPROVAL OF MENTORS

2025-2026 mentors to new employees, as follows:

<u>Mentors – Elementary</u>	<u>New Teachers (Contracted)</u>
Kristie Poyer	Hannah Thompson (T)
Sarah Capoferri	Kari Burkhart (T)
Donna Bitler	Joy Lewis (T)
Caitlin Gilbert	Allison Mingle (T)
Kimberly Hogan	Lydia Eifert – Yr. 1
Edward Leone	Marlena Popson – Yr. 1
Larry Royer	Danielle Polizzi – Yr. 1
Jessica Bledsoe	Emma Gochnauer – Yr. 2

<u>Mentors – Middle School</u>	<u>New Teachers (Contracted)</u>
Kerri Eberly	Samantha Baker – Yr. 1
Melissa Yowler	Kalyn Burger – Yr. 2

<u>Mentors – High School</u>	<u>New Teachers (Contracted)</u>
Bronston Sterner	Rachel Donmoyer (T)
Jennifer Wade	Steven Peris (T)

Compensation: \$550 per semester

<u>Mentors – Elementary</u>	<u>New Teachers (LTS)</u>
Mary Kate Schaub	Abigail Hostetter
Elizabeth Montanti	Sarah Martin
Abby Pestcoe	Jessica Braiterman

Compensation: \$275 per semester

16. APPROVAL OF ADDITIONAL SALARIES

Additional salaries for 2025-2026 to be paid from the associated student activity funds if funds are available, at no cost to the District:

- a. Cheri A. Bournelis – Yearbook Editor – Martin Meylin Middle School Activity Fund \$ 846.00
- b. Anne Harnish – Musical Playbill Coordinator – Lampeter-Strasburg High School Activity Fund \$1,025.00

17. APPROVAL OF VOLUNTEER

Removed from consent agenda for approval as separate item.

18. APPROVAL OF EVENT WORKERS

2025-2026 event workers, as follows:

Achille, John D.
 Ammon, Elizabeth A.
 Aukamp, Bonnie J.

Baltzer, David R.
Brown, Jean M.
Capoferri, Sarah W.
Clark, Lisa S.
Cohen, Joann
Dalauro, Mary T.
Dombach, Carol A.
Fisher, Brian K.
Gawne, Jennifer A.
Heyser, William M.
Houck, Jeffrey S.
Knapp, William S.
Krothe, V., Benjamin
Kuhns, Anna R
Lennex, Edward A.
Long, Paula D.
Manion, John B.
Martin, Keith P.
Messinger, Jeremy D.
Meyer, Michelle L.
Nolt, Jeffrey L.
Pantano, Debra A.
Raymond, Sheila M.
Reynolds, Karen C.
Reynolds, William J.
Rosensteel, Robert A.
Schreiner, Marli
Shockey, Matthew D.
Smith, Jack B.
Sternner, Bronston L.
Swarr, Katrina K.
Whitehead, John W.
Willig, Natalie C.
Yowler, Melissa J.

19. APPROVAL OF SUBSTITUTE TEACHER RATE

Establishment of the daily rate for substitute teachers at \$150 per day for the 2025-2026 school year.

Thereafter, Mrs. Knowles moved to approve item 17 shown below. Mrs. Steinbacher seconded the motion. A voice vote was 7:0:1 in favor of the motion. Mr. Welk abstained from the vote.

17. APPROVAL OF VOLUNTEERS

2025-2026 volunteers, as follows:

Ammon, Elizabeth
Beattie, Andrea E.
Beiler, Crist
Bianchi, Jeffrey T.
Black, Kyle D.
Blantz, Clifford J.
Bollinger, David
Book, Ty M.
Carter, Amberly C.
Cauler, Chad M.
Cirrincione, Rylin O.
Colosi Jr, Michael
Cook, Sarah E.
Cramer, Andrew S.
D'Agostino, Memory L.
Deckman, Kenneth A.
Dombach, Amanda R.
Donaldson, McKenna C.
Ebersole, Kristin
Eckman, Bryan S.

Eckman, Colin B.
Eckman, Neil W.
Elser, Jeffrey
Erb, Conner C.
Feaster, Robin L.
Feeney, Benjamin J.
Feiler, Matthew D.
Fidler, Ethan P.
Franco, Maximo Z.
Franklin, Kevin J.
Fulmer, Ryan J.
Galarza-Rios, Maddy
Garber, Todd L.
Garcia, Alicia M.
Garraffa, Taylor J.
Gerberich, Samantha
Glass, Kristin L.
Gmuca, LouAnn
Graybill, Michael D.
Harnish, Anne K.
Harsh, Gehrig
Harsh, Peyton G
Harsh, Sarah M.
Havey, Brennan
Hayes, Isabella C.
Hearn, Kylie J.
Heeter, Jackson
Heisey, Josh
Heisey, Richard
Henry, Christi L.
Herr, Lauren
Heyser, William M.
Hines, Jake R.
Hodge, Kelby E.
Holmberg, Robert N.
Hoover, Lisa G.
Horner, Laura E.
Hulsey, Ethan P.
Johnson, Bryce A.
Kann, Kimberly S.
Kaufhold, Gerald P., Jr.
Keefer, Justin E.
Keefer, Michelle A.
King, Joanna E.
King, William B.
Knarr, Dustin D.
Kohlmaier, George K.
Koob, Jacqueline M.
Koser, Neil D.
Krause, Scott L.
Kuhn, Grant A.
Lau, Margaret G.
Lefever, Michael L.
Lewis, Cody
Livengood, Christine
Long, Jacob T.
Lucarino, Mary L.
Manion, John B.
Martin, Anita K.
Martin, Kyle J.
McCanna, Christy M.
McComsey, Jason S.
McKim, Jr., Bryan P.
Medina, James L.
Mellinger, Krista E.
Mencarini, Joseph M.

Mier, Kendra L.
Nogan, John D.
Novak, Ryan M.
O'Connell, Randy P.
Ojeda, William C.
Pabon, Richard J.
Palmer, Julie L.
Pearce, Dawn
Pepe, Anthony R.
Phenegar, Tyler
Pickel, Jeffrey G., Jr.
Platt, Emily E.
Pontz, Patricia M.
Pope, Katelyn N.
Quillin, L. Louise
Reed, Kaitlyn L.
Reinacher, Collin M.
Reynolds, Heather A.
Riehl, Joshua O.
Rosati III, Richard J.
Russell, Johnny M.
Rutledge, Darren Z.
Rutt, Jerlin M.
Rutt, Mallory
Schreiner, Marli E.
Sensenig, Austin H.
Shehan, Lindsay L.
Shelley, S. Todd
Shelley, Stephen C.
Shockey, Matthew D.
Shockey, Tina L.
Shue, Bradley L.
Skrodinsky, Mark A.
Smecker, Jeffrey T.
Smith, Drew T.
Smith, Martin J.
Smucker, Austin Z.
Snyder, Christopher M.
Snyder, Matthew T.
Spahr, Christopher M.
Sprout, Rebecca K.
Steward, Kenneth D.
Stinson, Julie E.
Strange, John A.
Swarr, Jeffrey P.
Swarr, Josiah B.
Thomas, Jared D.
Tullo, Erica J.
Vernalli, Brandon J.
Walter, Lydia K.
Warmingham, David A.
Warner, Michael K.
Welk, Andrew L.
Wentzel, Bradley S.
Westcott, Eric
Whitaker, Michael W.
Whitehead, Caleb C.
Williams, Jeremiah D.
Younger, Cole
Zimmerman, Dylan J.

Finally, Mrs. Knowles made a motion to approve the final personnel agenda item, as follows:

20. APPROVAL OF RESOLUTION FOR SUPERINTENDENT CONTRACT

Resolution to notify the Superintendent, Dr. Kevin S. Peart, that the Board of School Directors intends to retain him for a further term of five years as set forth in Section 1073 of the School Code.

Mr. Welk seconded the motion. A voice vote was unanimous in favor of the motion.

CURRICULAR ISSUES AND FEDERAL PROGRAMS – Dr. Michele B. Westphal, Representative

Dr. Westphal presented on federal programs.

LIAISON REPORTS

Mrs. Steinbacher shared a report on the Lancaster County Academy.

STUDENT REPRESENTATIVES –Mr. Shrey Singh, Miss Quinn Flory

No reports.

SUPERINTENDENT'S REPORT – Dr. Kevin S. Peart

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

APPROVAL OF SPECIAL EDUCATION CONTRACTS

Mrs. Knowles moved and Mrs. Staley seconded the motion to approve special education contracts as follows:

- | | | | |
|----------------------------------|---------|-------------------|------------------------------|
| a. The Vista School | ESY | 1 current student | \$10,326.28 – ESY term |
| b. The Vista School | 2025-26 | 1 current student | \$79,310.00 – annual expense |
| c. Pequea Valley School District | 2025-26 | 1 current student | \$18,150 – annual income |

A voice vote was unanimous in favor of the motion.

APPROVAL OF WELLNESS SERVICES AGREEMENT WITH LANCASTER GENERAL HOSPITAL

Mr. Stoltzfus presented an employee Wellness Services Agreement with Lancaster General Hospital at an estimated cost of \$12,000 for the 2025-2026 school year. After the agreement was presented, a vote was taken. The result was 7:0:1 in favor with Mr. Parido abstaining. It was later determined that a formal motion and second did not take place in accordance with Robert's Rules of Order. The matter is expected to be addressed and corrected at the August 18, 2025, Board workshop meeting.

APPROVAL OF MEAL SERVICES CONTRACT WITH LANCASTER-LEBANON IU13

Mrs. Knowles moved and Mr. Welk seconded the motion to approve a contract with Lancaster-Lebanon IU13 for continuation of meal services for the Project Search and Willow Valley School-to-Work Programs for the 2025-2026 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF ELECTION OF SCHOOL DENTIST

Mr. Welk moved and Mr. McComsey seconded the motion to approve Dr. William Borowski and Dr. Tiffany Ngan of White Willow Family Dental to be elected to provide the School District with required dental services for the 2025-2026 school year. Compensation will be at the rate of \$10.00 per examination.

A voice vote was unanimous in favor of the motion.

APPROVAL OF ESTABLISHMENT OF TICKET PRICES

Mrs. Knowles moved and Mrs. Steinbacher seconded the motion to approve athletic event prices for the 2025-2026 school year, as follows:

Adult Single	\$ 5
Student/Senior (60+) Single	\$ 3
Adult Spirit	\$ 50
Student Spirit	\$ 25
Family (2 Adult – 2+ Student)	\$125

Passes are not honored at tournaments, league playoffs, or post-season events.

A voice vote was unanimous in favor of the motion.

APPROVAL OF UPDATED BOARD POLICIES (FIRST READING)

Mr. McComsey moved and Mrs. Staley seconded the motion to approve updated policies (first reading), as follows and as attached to these Minutes:

- a. Policy 317 Conduct/Disciplinary Procedures
- b. Policy 317.1 Educator Misconduct

A voice vote was unanimous in favor of the motion.

APPROVAL OF FIELD TRIP

Mr. Welk moved and Mr. McComsey seconded the motion to approve an overnight field trip for the Lampeter-Strasburg High School Ski and Snowboard Club to Jay Peak in Jay, Vermont from January 15 to January 17, 2026.

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 7:50 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 8:10 p.m.

Mary E. Williams
Secretary

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
1600 Book Road
Lancaster, Pennsylvania 17602
August 18, 2025

President Melissa S. Herr called the meeting to order at 7:31 p.m.

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Dustin D. Knarr, Mrs. Suzanne S. Knowles, Ms. Kelly A. Osborne, Mr. Matthew E. Parido, Mrs. Kristin M. Staley, Mrs. Kari A. Steinbacher, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Michele B. Westphal; Business Manager, Mr. Keith A. Stoltzfus; Network Administrator, Mr. Michael Keene; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

ABSENT: Board Member, Mr. Dean E. McComsey.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

APPROVAL OF TREASURER'S REPORT

Mr. Stoltzfus presented the Treasurer's report from the August 4, 2025, Board meeting for formal approval. Mr. Parido moved and Mr. Welk seconded the motion to approve the report as presented. A voice vote was unanimous in favor of the motion.

CORRECTION TO PREVIOUS ACTION

At the last meeting of the Board of School Directors on August 4, 2025, a vote was taken to approve a Wellness Services Agreement with Lancaster General Hospital without a motion or second. The action was out of order and invalid. Mr. Stoltzfus presented the Wellness Services Agreement again to the Board. Mrs. Knowles motioned and Mr. Parido seconded the motion to approve the Wellness Services Agreement with Lancaster General Hospital. A voice vote was 8:0:1 in favor of the motion. Mr. Parido abstained from the vote.

PERSONNEL CONSENT AGENDA ITEMS

Mrs. Knowles moved to approve personnel agenda items 1 through 9 as listed below. Mrs. Steinbacher seconded the motion as presented. A voice vote was unanimous in favor of the motion.

1. APPROVAL OF RESIGNATIONS

- a. Megan E. Harnish, personal care assistant, Lampeter Elementary School, effective August 18, 2025.
- b. Renee L. McCullough, special education teacher assistant, Martin Meylin Middle School, effective August 19, 2025.

2. APPROVAL TO RESCIND JOB OFFER – PROFESSIONAL

Approval to rescind the job offer to Marlena Popson, Elementary Art Teacher at Hans Herr Elementary School, due to failure to complete required paperwork and not holding a valid PA Instructional Certificate.

3. APPROVAL OF EMPLOYMENT – PROFESSIONAL

- a. Wendy L. Keener as an extended substitute art teacher at Hans Herr Elementary School, effective August 20, 2025, through the release of the selected candidate from their current employer.
- b. Andrea L. Stoltzfus as a temporary professional employee assigned as the art teacher at Hans Herr Elementary School, pending receipt of required documentation. Ms. Stoltzfus will be compensated \$69,277 based upon Step 2, Level B of the District compensation agreement effective upon release date from current employer.

4. APPROVAL OF EMPLOYMENT – SUPPORT

- a. Ashley N. Jorge, as a kitchen helper at Martin Meylin Middle School retroactively effective to August 8, 2025. Ms. Jorge will become a category D support employee and will be compensated \$16.25 per hour.

- b. Linda M. Kosich, as a SACC aide at Hans Herr Elementary School retroactively effective to August 13, 2025. Ms. Kosich will become a category D support staff employee and will be compensated \$16.01 per hour.
- c. Lance Murray, as a kitchen helper at Martin Meylin Middle School effective August 18, 2025. Mr. Murray will become a category D support employee and will be compensated \$16.50 per hour.
- d. Christine R. Regan, as a van aide and special education teacher assistant at Lampeter Elementary School, effective August 19, 2025. Ms. Regan will become a category C support employee and will be compensated \$18.50 per hour.
- e. Vickie Styer, as the second shift lead custodian at Martin Meylin Middle School retroactively effective to August 11, 2025. Ms. Styer will become a category A support employee and will be compensated \$18.00 per hour.

5. APPROVAL OF CORRECTION OF COMPENSATION

Approval of a correction of compensation for Janette E. Frankford, special education teacher assistant, Lampeter-Strasburg High School. Ms. Frankford's hourly compensation will be corrected to \$17.25 effective August 15, 2025.

6. APPROVAL OF CHANGE OF STATUS

Approval of a change of employment status for Sharon L. Peters, grounds worker, maintenance. Ms. Peters will become a custodian at Hans Herr Elementary School retroactively effective to August 11, 2025. Ms. Peters will remain a category A support employee and will be compensated \$23.72 per hour.

7. APPROVAL OF A LEAVE OF ABSENCE

Approval of a leave of absence for Mary L. Lucarino, itinerant autistic support teacher, Martin Meylin Middle School, retroactively effective to August 12, 2025, through November 3, 2025.

8. APPROVAL OF CHANGES TO SUPPLEMENTAL CONTRACTS

2025-2026 additions/deletions to supplemental contracts, as follows:

a. Austin Smucker	Basketball - Boys - Varsity	\$5,670.00	Addition
b. James Nixon	Basketball - Boys - 1st Asst - 70%	\$3,969.00	Addition
c. Michael Keene	eSports Advisor – 50%	\$1,272.00	Deletion
d. Brennan Havey	eSports Advisor – 50%	\$1,325.00	Deletion
e. Michale Keene	eSports Advisor – 100%	\$2,544.00	Addition
f. Allison Hess	Soccer - Girls - Asst - 50% of 50%	\$1,338.75	Addition
g. Krista Lewis	Field Hockey - Asst - 50% of 50%	\$1,370.25	Deletion
h. Laura Horner	Field Hockey - Asst - 50% of 50%	\$1,307.25	Addition
i. Nathaniel Patterson	Lacrosse - Boys - 1st Asst - 70%	\$3,748.50	Deletion
j. Austin Sensenig	Lacrosse - Boys - 1st Asst - 70%	\$3,351.60	Addition
k. Elizabeth Henry	Yearbook – Business	\$3,074.00	Deletion

9. APPROVAL OF SUBSTITUTES

2025-2026 substitutes, as follows:

Emergency Certified Substitutes

Braungard, Ashley J.	All Instructional Areas PK-12
Campbell, Susan E.	All Instructional Areas PK-12
Cardoza-Hill, Celia J.	All Instructional Areas PK-12
DeJessa, Priscilla M.	All Instructional Areas PK-12
Dellinger, MaryAnn	All Instructional Areas PK-12
Holmes, Earl P.	All Instructional Areas PK-12
Lutz, Brenda A.	All Instructional Areas PK-12
Monzon, Alana A.	All Instructional Areas PK-12
Morris, Judy	All Instructional Areas PK-12
Nevada, Aaron M.	All Instructional Areas PK-12
Shaffer, Lori A.	All Instructional Areas PK-12
Sigman, Jennifer K.	All Instructional Areas PK-12

Spahr, Laiken I.
Stewart, James P.
Zurbrick, Vicki L.

All Instructional Areas PK-12
All Instructional Areas PK-12
All Instructional Areas PK-12

Support Staff Substitutes
Rohrer, Jenna

Thereafter, Mrs. Knowles recommended personnel item 12, as shown below, for approval. Mr. Welk seconded the motion.

10. APPROVAL OF CONTRACT

- a. Kevin S. Peart, Ed.D., Superintendent July 1, 2026, to June 30, 2031

A voice vote was in favor of the motion.

APPROVAL OF DRAINAGE EASEMENT REVOCATION

Mr. Welk moved and Mrs. Staley seconded the motion to approve the termination and vacation of a stormwater easement.

A voice vote was in favor of the motion.

APPROVAL OF CHANGE ORDERS FOR THE MARTIN MEYLIN MIDDLE SCHOOL RENOVATION PROJECT

Mr. Knarr moved and Mr. Welk seconded the motion to approve change orders for the Martin Meylin Middle School renovation project, as follows:

- | | | | | |
|----|--------------------|--------------------|----------------|--|
| a) | Lobar Inc | Change Order GC #6 | Add \$730 | Water line activation for Temporary Classrooms |
| b) | Lobar Inc | Change Order GC #7 | Add \$1,637 | Skylight demo |
| c) | Lobar Inc | Change Order GC #8 | Add \$8,011 | Add header and siding Area D windows |
| d) | Lobar Inc | Change Order GC #9 | Add \$4,263 | Upgrade concrete sealant to epoxy floor in Tech Ed work area |
| e) | Jay R Reynolds Inc | Change Order PC #2 | Add \$1,975 | Backflow preventer for fire protection makeup water |
| f) | Jay R Reynolds Inc | Change Order PC #3 | Add \$7,283 | In-wall bottle filling stations |
| g) | Jay R Reynolds Inc | Change Order PC #4 | Add \$2,088 | Fume hood in Science Prep (D129) |
| h) | Jay R Reynolds Inc | Change Order PC #5 | Add \$3,993 | Supply natural gas regulator for generator (pressure) |
| i) | Jay R Reynolds Inc | Change Order PC #6 | Add \$17,756 | Additional excavation for storm piping |
| j) | Jay R Reynolds Inc | Change Order PC #7 | Deduct \$8,717 | Credit leaving existing storm line in place |

A voice vote was unanimous in favor of the motion.

APPROVAL OF TRANSPORTATION

Mrs. Knowles moved and Mrs. Steinbacher seconded the motion to approve round-trip transportation for full-day private kindergarten for District residents, as follows:

- a. Avani Harnischfeger, child of David and Katherine Harnischfeger of Strasburg.
- b. Rowan Hershey, child of Neil and Courtney Hershey of Willow Street.
- c. Teagan McConnell, child of Brett and Becky McConnell of Strasburg.
- d. Baker Stoltzfoos, child of Gerald and Jill Stoltzfoos of Lancaster.
- e. Liam Weaver, child of Ryan and Denise Weaver of Strasburg.

A voice vote was unanimous in favor of the motion.

APPROVAL OF FOREIGN STUDENT

Mrs. Knowles moved and Mrs. Staley seconded the motion to approve Anna Kodura of Poland as a foreign student for the 2025-2026 school year. Ms. Kodura will reside with Craig and Lindsey Rautiola at 209 Juniper Drive, Lancaster, PA 17602.

A voice vote was unanimous in favor of the motion.

DISCUSSION OF UPDATED BOARD POLICIES

Dr. Peart led a discussion of updated Board Policies as follows:

- a. Policy 317 Conduct/Disciplinary Procedures
- b. Policy 317.1 Educator Misconduct

DISCUSSION OF BOARD POLICIES

Dr. Peart led a discussion on policies as follows:

- a. Policy 801 Public Records
- b. Policy 815 Acceptable Use of Internet, Computers and Network Resources
- c. Policy 819 Suicide Awareness, Prevention and Response
- d. Policy 822 Automated External Defibrillator (AED). Cardiopulmonary Resuscitation (CPR)

DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart led a discussion on the PSBA Principle for Governance and Leadership – Lead Responsibly.

NEW BUSINESS

Mrs. Steinbacher commented on and led a discussion regarding boys volleyball.

OPPORTUNITY FOR PUBLIC COMMENT

No comment.

ADJOURNMENT

The meeting was properly adjourned at 8:33 p.m.

Mary E. Williams
Secretary

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537
September 2, 2025

Communications

1. Althouse, Jessica M. – a letter of resignation.
2. Curry, Kristi L. – a letter of resignation.

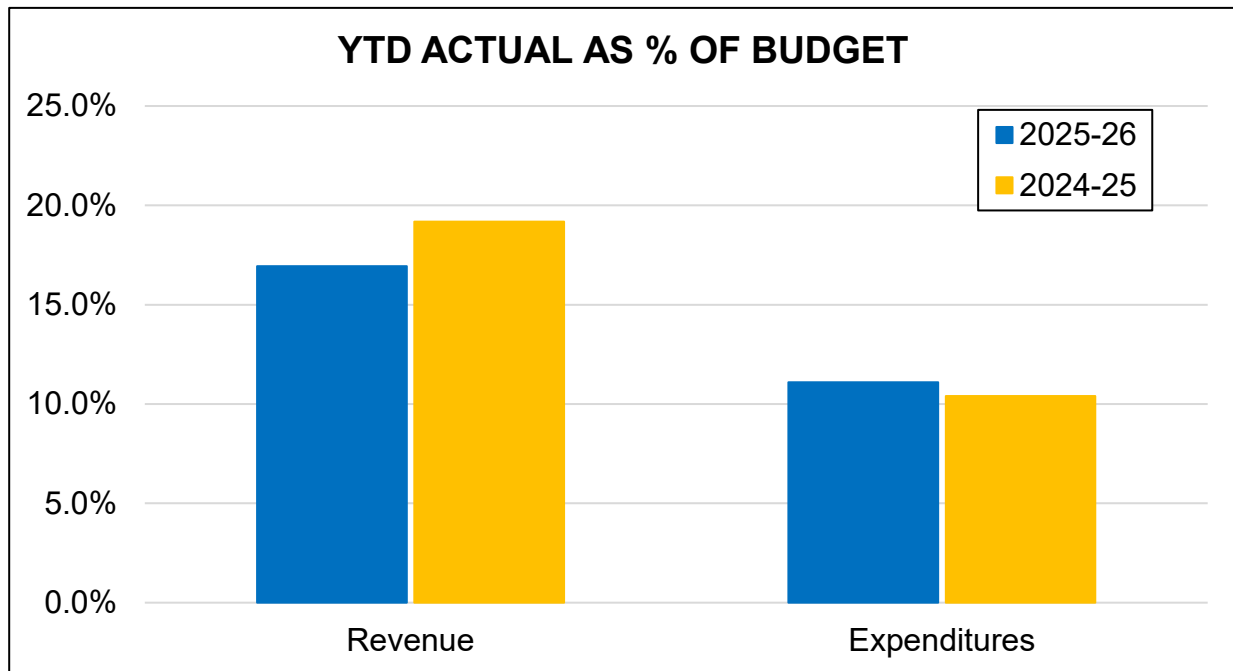
LAMPETER-STRASBURG SCHOOL DISTRICT

Financial Comparison Report

September 3, 2025

	<u>Revenue</u>	<u>Expenditures</u>	<u>Surplus/Loss</u>
Year 2025-26 Budget	65,653 =====	66,302 =====	(649) =====
Year-to-Date Actual (65 Days)	11,120	7,353	3,767
Prior Year-to-Date Actual (66 Days)	12,030	6,594	5,436
Year-to-Date Increase (Decrease)	(910)	759	(1,669)
% Change - Current vs. Prior YTD Over (Under)	(7.6%)	11.5%	(30.7%)
Year-to-Date Actual as % of 2025-26 Budget	16.9%	11.1%	-----
Prior Year-to-Date Actual as % of 2024-25 Budget	19.2%	10.4%	-----

(\$ in Thousands)



BOARD SUMMARY

Fund: 10 - General Fund Encumbrances Included

As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REG PROG ELEMEN/SECOND						
100 PERSONNEL EMPL SALARIES	14,258,180.00	14,258,180.00	0.00	529,049.41	13,729,130.59	3.71
200 PERSONNEL EMPL BENEFITS	9,208,409.00	9,208,409.00	0.00	399,916.38	8,808,492.62	4.34
300 PURCH PROF & TECH SERVICES	151,800.00	151,800.00	0.00	0.00	151,800.00	0.00
400 PURCHASED PROPERTY SVCS	85,940.00	85,940.00	0.00	3,892.24	82,047.76	4.53
500 OTHER PURCHASED SERVICES	599,650.00	599,650.00	1,996.02	8,563.65	589,090.33	1.76
600 SUPPLIES	703,466.00	703,466.00	55,463.34	450,850.85	197,151.81	71.97
700 PROPERTY	47,450.00	47,450.00	3,755.00	37,926.00	5,769.00	87.84
800 OTHER OBJECTS	450.00	450.00	0.00	0.00	450.00	0.00
Totals for 1100s	25,055,345.00	25,055,345.00	61,214.36	1,430,198.53	23,563,932.11	5.95
1200 SPEC PROG ELEMEN/SECOND						
100 PERSONNEL EMPL SALARIES	4,228,893.00	4,228,893.00	0.00	127,521.83	4,101,371.17	3.02
200 PERSONNEL EMPL BENEFITS	3,184,648.00	3,184,648.00	0.00	55,918.86	3,128,729.14	1.76
300 PURCH PROF & TECH SERVICES	3,293,010.00	3,293,010.00	0.00	1,083,955.53	2,209,054.47	32.92
400 PURCHASED PROPERTY SVCS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
500 OTHER PURCHASED SERVICES	1,412,285.00	1,412,285.00	0.00	45,750.00	1,366,535.00	3.24
600 SUPPLIES	9,700.00	9,700.00	255.02	2,084.00	7,360.98	24.11
800 OTHER OBJECTS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
Totals for 1200s	12,134,036.00	12,134,036.00	255.02	1,315,230.22	10,818,550.76	10.84
1300 VOCATIONAL EDUCATION						
100 PERSONNEL EMPL SALARIES	179,096.00	179,096.00	0.00	6,470.86	172,625.14	3.61
200 PERSONNEL EMPL BENEFITS	114,003.00	114,003.00	0.00	2,712.93	111,290.07	2.38
400 PURCHASED PROPERTY SVCS	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
500 OTHER PURCHASED SERVICES	681,000.00	681,000.00	0.00	100,499.49	580,500.51	14.76
600 SUPPLIES	11,000.00	11,000.00	196.66	1,155.86	9,647.48	12.30
Totals for 1300s	1,077,099.00	1,077,099.00	196.66	110,839.14	966,063.20	10.31
1400 OTHER INSTRUCTION PROG						

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 PERSONNEL EMPL SALARIES	262,823.00	262,823.00	0.00	58,504.29	204,318.71	22.26
200 PERSONNEL EMPL BENEFITS	128,737.00	128,737.00	0.00	22,467.38	106,269.62	17.45
300 PURCH PROF & TECH SERVICES	46,000.00	46,000.00	0.00	64,880.33	(18,880.33)	141.04
500 OTHER PURCHASED SERVICES	75,042.00	75,042.00	0.00	21,090.00	53,952.00	28.10
600 SUPPLIES	1,000.00	1,000.00	0.00	285.77	714.23	28.58
Totals for 1400s	513,602.00	513,602.00	0.00	167,227.77	346,374.23	32.56
1500 NONPUBLIC SCHOOL PGMS						
300 PURCH PROF & TECH SERVICES	12,500.00	12,500.00	0.00	1,000.00	11,500.00	8.00
600 SUPPLIES	1,500.00	1,500.00	0.00	577.01	922.99	38.47
Totals for 1500s	14,000.00	14,000.00	0.00	1,577.01	12,422.99	11.26
2100 SUPPORT SVCS - STUDENTS						
100 PERSONNEL EMPL SALARIES	1,680,312.00	1,680,312.00	0.00	82,087.90	1,598,224.10	4.89
200 PERSONNEL EMPL BENEFITS	1,014,351.00	1,014,351.00	0.00	37,384.01	976,966.99	3.69
300 PURCH PROF & TECH SERVICES	220,377.00	220,377.00	0.00	0.00	220,377.00	0.00
500 OTHER PURCHASED SERVICES	14,350.00	14,350.00	0.00	0.00	14,350.00	0.00
600 SUPPLIES	10,390.00	10,390.00	103.92	7,544.76	2,741.32	73.62
800 OTHER OBJECTS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Totals for 2100s	2,941,280.00	2,941,280.00	103.92	127,016.67	2,814,159.41	4.32
2200 SUPPORT SVCS - INSTR STAFF						
100 PERSONNEL EMPL SALARIES	646,701.00	646,701.00	0.00	39,935.61	606,765.39	6.18
200 PERSONNEL EMPL BENEFITS	664,496.00	664,496.00	0.00	50,806.45	613,689.55	7.65
300 PURCH PROF & TECH SERVICES	9,900.00	9,900.00	0.00	2,494.00	7,406.00	25.19
500 OTHER PURCHASED SERVICES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
600 SUPPLIES	48,780.00	48,780.00	1,562.60	2,846.82	44,370.58	9.04
800 OTHER OBJECTS	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00
Totals for 2200s	1,374,977.00	1,374,977.00	1,562.60	96,082.88	1,277,331.52	7.10
2300 SUPPORT SERVICES-ADMIN						
100 PERSONNEL EMPL SALARIES	1,878,762.00	1,878,762.00	0.00	274,985.53	1,603,776.47	14.64

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 PERSONNEL EMPL BENEFITS	1,208,854.00	1,208,854.00	0.00	123,187.15	1,085,666.85	10.19
300 PURCH PROF & TECH SERVICES	245,575.00	245,575.00	0.00	19,601.37	225,973.63	7.98
500 OTHER PURCHASED SERVICES	13,625.00	13,625.00	0.00	270.40	13,354.60	1.98
600 SUPPLIES	62,779.00	62,779.00	618.88	3,054.94	59,105.18	5.85
800 OTHER OBJECTS	25,850.00	25,850.00	0.00	22,088.91	3,761.09	85.45
Totals for 2300s	3,435,445.00	3,435,445.00	618.88	443,188.30	2,991,637.82	12.92
2400 SUPP SVCS-PUPIL HEALTH						
100 PERSONNEL EMPL SALARIES	418,364.00	418,364.00	0.00	17,991.06	400,372.94	4.30
200 PERSONNEL EMPL BENEFITS	312,048.00	312,048.00	0.00	7,509.81	304,538.19	2.41
300 PURCH PROF & TECH SERVICES	281,317.00	281,317.00	0.00	0.00	281,317.00	0.00
500 OTHER PURCHASED SERVICES	150.00	150.00	0.00	0.00	150.00	0.00
600 SUPPLIES	16,200.00	16,200.00	631.02	2,096.23	13,472.75	16.83
Totals for 2400s	1,028,079.00	1,028,079.00	631.02	27,597.10	999,850.88	2.75
2500 SUPP SERVICES-BUSINESS						
100 PERSONNEL EMPL SALARIES	357,137.00	357,137.00	0.00	61,971.69	295,165.31	17.35
200 PERSONNEL EMPL BENEFITS	228,986.00	228,986.00	0.00	28,361.59	200,624.41	12.39
300 PURCH PROF & TECH SERVICES	40,000.00	40,000.00	0.00	14,233.26	25,766.74	35.58
400 PURCHASED PROPERTY SVCS	8,000.00	8,000.00	0.00	473.55	7,526.45	5.92
500 OTHER PURCHASED SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
600 SUPPLIES	3,000.00	3,000.00	0.00	339.52	2,660.48	11.32
800 OTHER OBJECTS	1,600.00	1,600.00	0.00	1,600.00	0.00	100.00
Totals for 2500s	640,723.00	640,723.00	0.00	106,979.61	533,743.39	16.70
2600 OPER/MAINT PLANT SVCS						
100 PERSONNEL EMPL SALARIES	1,818,615.00	1,818,615.00	0.00	252,152.74	1,566,462.26	13.87
200 PERSONNEL EMPL BENEFITS	1,403,046.00	1,403,046.00	0.00	91,304.72	1,311,741.28	6.51
300 PURCH PROF & TECH SERVICES	138,600.00	138,600.00	0.00	0.00	138,600.00	0.00
400 PURCHASED PROPERTY SVCS	563,900.00	563,900.00	0.00	196,153.75	367,746.25	34.79
500 OTHER PURCHASED SERVICES	402,300.00	402,300.00	0.00	329,848.20	72,451.80	81.99

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
600 SUPPLIES	1,094,080.00	1,094,080.00	0.00	82,256.93	1,011,823.07	7.52
700 PROPERTY	83,900.00	83,900.00	48,833.87	26,997.95	8,068.18	90.38
800 OTHER OBJECTS	400.00	400.00	0.00	10.00	390.00	2.50
Totals for 2600s	5,504,841.00	5,504,841.00	48,833.87	978,724.29	4,477,282.84	18.67
2700 STUDENT TRANSPORTATION SVCS						
100 PERSONNEL EMPL SALARIES	315,033.00	315,033.00	0.00	17,302.33	297,730.67	5.49
200 PERSONNEL EMPL BENEFITS	205,720.00	205,720.00	0.00	7,173.22	198,546.78	3.49
300 PURCH PROF & TECH SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
400 PURCHASED PROPERTY SVCS	11,322.00	11,322.00	0.00	571.91	10,750.09	5.05
500 OTHER PURCHASED SERVICES	1,723,300.00	1,723,300.00	0.00	19,292.00	1,704,008.00	1.12
600 SUPPLIES	81,750.00	81,750.00	0.00	8,946.28	72,803.72	10.94
700 PROPERTY	61,800.00	61,800.00	0.00	0.00	61,800.00	0.00
800 OTHER OBJECTS	200.00	200.00	0.00	0.00	200.00	0.00
Totals for 2700s	2,400,125.00	2,400,125.00	0.00	53,285.74	2,346,839.26	2.22
2800 SUPPORT SVCS-CENTRAL						
100 PERSONNEL EMPL SALARIES	593,195.00	593,195.00	0.00	56,844.57	536,350.43	9.58
200 PERSONNEL EMPL BENEFITS	396,647.00	396,647.00	0.00	28,956.34	367,690.66	7.30
300 PURCH PROF & TECH SERVICES	91,500.00	91,500.00	0.00	21,900.75	69,599.25	23.94
400 PURCHASED PROPERTY SVCS	15,200.00	15,200.00	0.00	13,172.50	2,027.50	86.66
500 OTHER PURCHASED SERVICES	109,000.00	109,000.00	41,888.00	20,686.23	46,425.77	57.41
600 SUPPLIES	398,200.00	398,200.00	41,495.45	353,884.17	2,820.38	99.29
700 PROPERTY	873,285.00	873,285.00	0.00	432,870.44	440,414.56	49.57
800 OTHER OBJECTS	500.00	500.00	0.00	0.00	500.00	0.00
Totals for 2800s	2,477,527.00	2,477,527.00	83,383.45	928,315.00	1,465,828.55	40.84
2900 OTHER SUPPORT SERVICES						
500 OTHER PURCHASED SERVICES	27,400.00	27,400.00	0.00	0.00	27,400.00	0.00
Totals for 2900s	27,400.00	27,400.00	0.00	0.00	27,400.00	0.00
3200 STUDENT ACTIVITIES						

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 PERSONNEL EMPL SALARIES	691,749.00	691,749.00	0.00	30,945.12	660,803.88	4.47
200 PERSONNEL EMPL BENEFITS	264,003.00	264,003.00	0.00	14,456.83	249,546.17	5.48
300 PURCH PROF & TECH SERVICES	132,440.00	132,440.00	0.00	17,518.00	114,922.00	13.23
400 PURCHASED PROPERTY SVCS	20,350.00	20,350.00	785.00	28,915.30	(9,350.30)	145.95
500 OTHER PURCHASED SERVICES	81,060.00	81,060.00	0.00	524.83	80,535.17	0.65
600 SUPPLIES	75,200.00	75,200.00	5,195.38	52,725.60	17,279.02	77.02
700 PROPERTY	39,750.00	39,750.00	21,758.70	337,492.00	(319,500.70)	903.78
800 OTHER OBJECTS	14,730.00	14,730.00	0.00	6,708.97	8,021.03	45.55
Totals for 3200s	1,319,282.00	1,319,282.00	27,739.08	489,286.65	802,256.27	39.19
3300 COMMUNITY SERVICES						
800 OTHER OBJECTS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Totals for 3300s	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
3400 SCHOLARSHIPS & AWARDS						
800 OTHER OBJECTS	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
Totals for 3400s	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
5100 DEBT SVC / OTHER EXP						
800 OTHER OBJECTS	2,572,088.00	2,572,088.00	0.00	0.00	2,572,088.00	0.00
900 OTHER USES OF FUNDS	2,060,000.00	2,060,000.00	0.00	0.00	2,060,000.00	0.00
Totals for 5100s	4,632,088.00	4,632,088.00	0.00	0.00	4,632,088.00	0.00
5200 FUND TRANSFERS						
900 OTHER USES OF FUNDS	1,238,416.00	1,238,416.00	0.00	0.00	1,238,416.00	0.00
Totals for 5200s	1,238,416.00	1,238,416.00	0.00	0.00	1,238,416.00	0.00
5800 SUSPENSE ACCOUNT						
200 PERSONNEL EMPL BENEFITS	0.00	0.00	0.00	852,157.92	(852,157.92)	0.00
Totals for 5800s	0.00	0.00	0.00	852,157.92	(852,157.92)	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	480,000.00	480,000.00	0.00	0.00	480,000.00	0.00
Totals for 5900s	480,000.00	480,000.00	0.00	0.00	480,000.00	0.00

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Expenditure Totals	66,302,015.00	66,302,015.00	224,538.86	7,127,706.83	58,949,769.31	11.09
6100 TAXES LEVIED BY THE LEA						
000 000	(4,996,185.00)	(4,996,185.00)	0.00	(104,922.71)	(4,891,262.29)	2.10
100 RE TAXES	(41,547,381.00)	(41,547,381.00)	0.00	(10,947,777.34)	(30,599,603.66)	26.35
Totals for 6100s	(46,543,566.00)	(46,543,566.00)	0.00	(11,052,700.05)	(35,490,865.95)	23.75
6400 DELINQUENCIES TAXES LEV						
000 000	(550,000.00)	(550,000.00)	0.00	0.00	(550,000.00)	0.00
Totals for 6400s	(550,000.00)	(550,000.00)	0.00	0.00	(550,000.00)	0.00
6500 EARNINGS ON INVESTMENTS						
000 000	(900,000.00)	(900,000.00)	0.00	(55,192.94)	(844,807.06)	6.13
Totals for 6500s	(900,000.00)	(900,000.00)	0.00	(55,192.94)	(844,807.06)	6.13
6700 REV FROM STUDENT ACT						
000 000	(100,000.00)	(100,000.00)	0.00	(5,235.00)	(94,765.00)	5.24
Totals for 6700s	(100,000.00)	(100,000.00)	0.00	(5,235.00)	(94,765.00)	5.24
6800 REV FROM INTERMEDIATE						
000 000	(590,518.00)	(590,518.00)	0.00	0.00	(590,518.00)	0.00
Totals for 6800s	(590,518.00)	(590,518.00)	0.00	0.00	(590,518.00)	0.00
6900 OTHER REV FROM LOCAL						
000 000	(76,000.00)	(76,000.00)	0.00	(6,584.32)	(69,415.68)	8.66
Totals for 6900s	(76,000.00)	(76,000.00)	0.00	(6,584.32)	(69,415.68)	8.66
7100 BASIC INSTRUCT & OPER						
000 000	(6,023,120.00)	(6,023,120.00)	0.00	0.00	(6,023,120.00)	0.00
Totals for 7100s	(6,023,120.00)	(6,023,120.00)	0.00	0.00	(6,023,120.00)	0.00
7200 SUBSIDIES SPECIFIC ED PROGS						
000 000	(1,916,500.00)	(1,916,500.00)	0.00	0.00	(1,916,500.00)	0.00
Totals for 7200s	(1,916,500.00)	(1,916,500.00)	0.00	0.00	(1,916,500.00)	0.00

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
7300 SUBSIDIES NON-ED PGMS						
000 000	(2,228,461.00)	(2,228,461.00)	0.00	0.00	(2,228,461.00)	0.00
Totals for 7300s	(2,228,461.00)	(2,228,461.00)	0.00	0.00	(2,228,461.00)	0.00
7500 EXTRA GRANTS						
000 000	(537,041.00)	(537,041.00)	0.00	0.00	(537,041.00)	0.00
Totals for 7500s	(537,041.00)	(537,041.00)	0.00	0.00	(537,041.00)	0.00
7800 STATE SHARE FICA/PSERS						
000 000	(5,552,585.00)	(5,552,585.00)	0.00	0.00	(5,552,585.00)	0.00
Totals for 7800s	(5,552,585.00)	(5,552,585.00)	0.00	0.00	(5,552,585.00)	0.00
8500 RESTRICT GRANTS-IN-AID						
000 000	(635,539.00)	(635,539.00)	0.00	0.00	(635,539.00)	0.00
Totals for 8500s	(635,539.00)	(635,539.00)	0.00	0.00	(635,539.00)	0.00
Revenue Totals	(65,653,330.00)	(65,653,330.00)	0.00	(11,119,712.31)	(54,533,617.69)	16.94
Fund 10 Totals						
Total Expenditure	59,951,511.00	59,951,511.00	224,538.86	6,275,548.91	53,451,423.23	10.84
Total Other Expenditure	6,350,504.00	6,350,504.00	0.00	852,157.92	5,498,346.08	13.42
Total Revenue	(65,653,330.00)	(65,653,330.00)	0.00	(11,119,712.31)	(54,533,617.69)	16.94
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY
Encumbrances Included
As of: 09/03/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds						
Total Expenditure	59,951,511.00	59,951,511.00	224,538.86	6,275,548.91	53,451,423.23	10.84
Total Other Expenditure	6,350,504.00	6,350,504.00	0.00	852,157.92	5,498,346.08	13.42
Total Revenue	(65,653,330.00)	(65,653,330.00)	0.00	(11,119,712.31)	(54,533,617.69)	16.94
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND **Payment Dates:** 08/06/2025 - 09/03/2025

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000124086	08/07/2025	AHOLD DELHAIZE USA	to be reimb - cafe		36.11
0000124087	08/07/2025	AT&T MOBILITY	district cell phone charges		1,809.02
0000124088	08/07/2025	AUBURN UNIVERSITY	Groff Mem. Schol. - Laela Graye		1,000.00
0000124089	08/07/2025	BAKER, ANDREA L.	ESY		5,040.00
0000124090	08/07/2025	BTI SCHOOL SERVICES LLC	ESY		2,562.58 #
0000124091	08/07/2025	CAPITAL AREA INTERMEDIATE UNIT	education services		134.89 #
0000124092	08/07/2025	CCIU	Career Academy		11,446.97 #
0000124093	08/07/2025	CENTRAL YORK SCHOOL DISTRICT	tuition		5,883.28 #
0000124094	08/07/2025	CM REGENT LLC	Life/LTD - July		2,532.43
0000124095	08/07/2025	COMCAST CABLE	additional outlets - HS		67.20
0000124096	08/07/2025	CONTINENTAL PRESS INC.	ESL supplies		357.84
0000124097	08/07/2025	DELAWARE COUNTY INTERMEDIATE UNIT	one on one instruction		4,588.95 #
0000124098	08/07/2025	ELIZABETHTOWN AREA SCHOOL DIST	tuition		389.98 #
0000124099	08/07/2025	ENGLE PUBLISHING COMPANY	tax notice		187.68
0000124100	08/07/2025	FITNESS SHOWROOMS OF LONG ISLAND, INC.	fitness center equipment		128,484.00
0000124101	08/07/2025	FRANKFORD FLOORING INC.	HS flooring repairs		2,205.00
0000124102	08/07/2025	JBS HAULING	MM trash to LCSWMA		654.42
0000124103	08/07/2025	JOHN KLINE SEPTIC SERVICES, LLC	plumbing work - HS	plumbing work - HH	1,046.00
0000124104	08/07/2025	KH ELECTRIC, LLC	HS electrical work	electrical work	3,095.00
0000124105	08/07/2025	LANCASTER GENERAL HOSPITAL	wellness program - July		516.00
0000124106	08/07/2025	MARCO TECHNOLOGIES, LLC	district shredding stations		1,740.00
0000124107	08/07/2025	MILLERSVILLE UNIVERSITY	Stras. Elem. PTO Schol. - Leanne Smith		250.00
0000124108	08/07/2025	NOLT'S AUTO PARTS INC	auto parts	battery	161.09
0000124109	08/07/2025	NRG BUSINESS MARKETING, LLC	ntl gas - ECC	ntl gas - LE kitchen	421.19
0000124110	08/07/2025	NUTRIEN AG SOLUTIONS	lawn treatment supplies		504.80
0000124111	08/07/2025	PA PRINCIPALS ASSOCIATION	member dues - Feeney		605.00
0000124112	08/07/2025	PENN WASTE INC	HS trash removal	LE trash removal	7,449.20
0000124113	08/07/2025	PPL ELECTRIC UTILITIES	electric transp - MM modular classrooms		682.30
0000124114	08/07/2025	RIDDELL	football reconditioning - pads, helmets	football supplies	9,805.40
0000124115	08/07/2025	SAVVAS LEARNING COMPANY LLC	MM science program	myPerspectives ELA books	213,528.00
0000124116	08/07/2025	SAXTON & STUMP LLC	legal fees - April	legal fees - July	4,224.00 #
0000124117	08/07/2025	SELECT SPORT AMERICA INC.	boys and girls soccer supplies		816.98
0000124118	08/07/2025	SHULTZ TRANSPORTATION COMPANY	ESY transp - July	transp - April tennis - boys	13,616.51
0000124119	08/07/2025	SIMPLE SOLUTIONS	Simple Solutions ELA		13,540.00
0000124120	08/07/2025	THADDEUS STEVENS COLLEGE OF TECHNOLOGY	Graby Mem. Schol. - Mason Heiserman		750.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND **Payment Dates:** 08/06/2025 - 09/03/2025

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000124121	08/07/2025	UGI UTILITIES INC.	ntl gas - ECC	ntl gas transp fee - LE kitchen	507.99
0000124122	08/07/2025	UNIVERSITY OF PITTSBURGH	Strasb PTO Schol. - Anna Reed		250.00
0000124123	08/07/2025	WEAVER TURF POWER INC	parts	regulator	587.87
0000124124	08/07/2025	WEST CHESTER UNIVERSITY	Buckwalter Bauer Schol. - Salaki		1,000.00
0000124125	08/07/2025	WESTERLUND, MACKENZIE	L-S PTO schol. - computer reimb		600.00
0000124126	08/14/2025	BRAND ADVANTAGE	Chromebook cases		9,500.00
0000124127	08/14/2025	BSN SPORTS	footballs	volleyball supplies	5,128.26
0000124128	08/14/2025	BTI SCHOOL SERVICES LLC	ESY - classroom support		6,034.34
0000124129	08/14/2025	CDW GOVERNMENT INC	CrowdStrike renewal		11,309.75
0000124130	08/14/2025	EBERSOLE'S VACUUM CLEANER	vac repair		44.70 #
0000124131	08/14/2025	EXCENTIA HUMAN SERVICES	ESY		1,245.27
0000124132	08/14/2025	HOWIES HOCKEY, INC.	trainer supplies		356.09
0000124133	08/14/2025	JW PEPPER & SON INC.	HS vocal music supplies		1,149.54
0000124134	08/14/2025	KEENAN ASSOCIATES	express scripts - August		2,257.20
0000124135	08/14/2025	KESSLER & SONS MUSIC, INC.	YCL-221II Bass Clarinet with adj fee		2,739.00
0000124136	08/14/2025	LANCASTER MENNONITE SCHOOL	jr high cross country meet		150.00
0000124137	08/14/2025	LUMINARE HEALTH BENEFITS INC.	insurance mgmt fee - August		14,464.79
0000124138	08/14/2025	MEADIA HEIGHTS GOLF CLUB	golf course fee		2,500.00
0000124139	08/14/2025	MEDCO SUPPLY COMPANY	trainer supplies	HH nursing supplies - IU bid	430.08
0000124140	08/14/2025	MUSCO SPORTS LIGHTING	stadium lighting		189,595.00
0000124141	08/14/2025	NRG BUSINESS MARKETING, LLC	HS water heater	ntl gas - HH	1,348.52
0000124142	08/14/2025	PLETCHER JOHN	fire protection repair		510.00
0000124143	08/14/2025	PPL ELECTRIC UTILITIES	electric transp - ECC		662.46
0000124144	08/14/2025	READ NATURALLY	HH spec ed supplies	MM spec ed supplies	780.00
0000124145	08/14/2025	RHOADS ENERGY CORP	gas at WLT for vans		1,418.78
0000124146	08/14/2025	S&S EXCAVATING SERVICES LLC	excavating work	blacktop repair	22,865.83
0000124147	08/14/2025	SCHOOL SPECIALTY LLC	HH teaching supplies		276.64
0000124148	08/14/2025	SIEMENS INDUSTRY INC	fire panel repair		1,473.83
0000124149	08/14/2025	SMART FUTURES	Smart Futures - Title IV		4,000.00
0000124150	08/14/2025	TELE-PEST INC.	LE pest control		52.00
0000124151	08/14/2025	TK ELEVATOR	elevator repair		915.50
0000124152	08/14/2025	TRANE U.S. INC.	motor		908.49
0000124153	08/14/2025	TRI-STATE SHREDDING CORP	annual shredding service		290.80
0000124154	08/14/2025	UGI UTILITIES INC.	ntl gas transp - MM water heater	ntl gas transp - HH water heater	13,450.58
0000124155	08/14/2025	WEST LAMPETER COMMUNITY FAIR	West Lamp Fair booth space		225.00
0000124156	08/20/2025	ACP INTERNATIONAL/SA-SO	HS science supplies		363.61
0000124157	08/20/2025	AMERICHEM INTERNATIONAL, INC.	custodial supplies		45.77

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - L-S GENERAL FUND **Payment Dates:** 08/06/2025 - 09/03/2025

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000124158	08/20/2025	ASCD	member dues - Kowitz		119.00
0000124159	08/20/2025	B&B INTEGRATIONS	PAC projector		9,706.50
0000124160	08/20/2025	BOHANNON LAUREN	travel mileage - Bohannon		44.10 #
0000124161	08/20/2025	BSN SPORTS	football supplies		812.15
0000124162	08/20/2025	BTI SCHOOL SERVICES LLC	ESY		697.50 #
0000124163	08/20/2025	CAULER CONTAINERS, INC.	trash removal - MM project		1,070.40
0000124164	08/20/2025	CENTRAL SUSQUEHANNA I.U.	FIS software		30,759.94
0000124165	08/20/2025	COOPER PRINTING INC.	bus incident report forms		496.17
0000124166	08/20/2025	CRISIS PREVENTION INSTITUTE, INC.	NCI online course & workbooks - Title IV		1,681.60
0000124167	08/20/2025	DELAWARE COUNTY INTERMEDIATE UNIT	one on one instruction		1,004.24 #
0000124168	08/20/2025	DIFFENDARFER, MICHELLE	dental reimb		705.00 #
0000124169	08/20/2025	DONMOYER, RACHEL E	hotel stay - training		415.79 #
0000124170	08/20/2025	EASTERN LANCASTER COUNTY SCHOOL DISTRICT	autistic support & MDS services - 24-25		122,924.50 #
0000124171	08/20/2025	EDWARDS BUSINESS SYSTEMS	HS copier fee	admin copier fee	312.57
0000124172	08/20/2025	GET MORE MATH	MM math licenses		288.00
0000124173	08/20/2025	GRISCOM JR, WILLIAM EDWARD	tech consulting		1,968.75
0000124174	08/20/2025	H & F TIRE SERVICE	sensor for van	auto part	154.95
0000124175	08/20/2025	HEARN, KYLIE J	vision reimb	dental reimb	515.96 #
0000124176	08/20/2025	HERRING, DAWN	LE piano tunings	HS piano tuning	400.00
0000124177	08/20/2025	J GARBER ENTERPRISES LLC	mow & trim - Walnut Run		208.00
0000124178	08/20/2025	KG CUSTOMS LLC	aluminum plate		148.00
0000124179	08/20/2025	KURTZ BROS.	HH teaching supplies		561.54
0000124180	08/20/2025	LANCASTER GENERAL HEALTH	drug screening - employees		385.00
0000124181	08/20/2025	LANCASTER GENERAL MEDICAL GROUP	medical services - August		19,876.00
0000124182	08/20/2025	LANCASTER-LEBANON INT. UNIT 13	spec ed contract	MS EES agreement	1,270,105.58
0000124183	08/20/2025	LNP MEDIA GROUP INC.	newspaper subscription - admin bldg		375.00
0000124184	08/20/2025	M J EARL	disc scrubber		12,999.95
0000124185	08/20/2025	MARTIN KEITH	dental reimb		159.00 #
0000124186	08/20/2025	NASCO	LE art supplies		850.06
0000124187	08/20/2025	NATIONAL ART & SCHOOL SUPPLIES	LE teaching supplies - IU bid	HS teaching supplies - IU bid	11,631.74
0000124188	08/20/2025	PESTCOE ABBY	dental reimb		1,087.00 #
0000124189	08/20/2025	PMEA	member dues - Welchans		150.00
0000124190	08/20/2025	POTTER JACLYN	vision reimb		500.00 #
0000124191	08/20/2025	PPL ELECTRIC UTILITIES	electric transp - campus	electric transp - stadium sign	3,968.75
0000124192	08/20/2025	PROQUEST LP	Culturegrams online - year 1 of 3		850.00

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0000124193	08/20/2025	PYRAMID SCHOOL PRODUCTS	HH art supplies - IU bid		378.60
0000124194	08/20/2025	QUIZIZZ INC	software		11,900.00
0000124195	08/20/2025	SCHOOL HEALTH CORPORATION	trainer supplies	trainer supplies - IU bid	1,206.72
0000124196	08/20/2025	SHEHAN LINDSAY	dental reimb		71.41 #
0000124197	08/20/2025	SLAYMAKER ELECTRIC MOTOR	part		503.12
0000124198	08/20/2025	SOLANCO WRESTLING ASSOCIATION	jr high wrestling tournament		400.00
0000124199	08/20/2025	STANLEY STEEMER	admin bldg carpet cleaning		1,642.00
0000124200	08/20/2025	STEVE WEISS MUSIC	HS band concert toms		1,678.00
0000124201	08/20/2025	THERABILITIES INC.	ESY - physical therapy		276.00 #
0000124202	08/20/2025	TIME FOR KIDS	Time for Kids - 4 teachers	Time for Kids - 1 teacher	687.50
0000124203	08/20/2025	VOYAGER SOPRIS LEARNING	Acadience K-6 Reading and Math		22,123.15
0000124204	08/20/2025	WIZARD LOCK & SAFE CO.	lock work		147.00
0000124205	08/25/2025	ADVANCE AUTO PARTS	auto parts	maint supplies	93.21
0000124206	08/25/2025	AMERICHEM INTERNATIONAL, INC.	ECC custodial supplies		431.05
0000124207	08/25/2025	BSN SPORTS	golf polos		647.52
0000124208	08/25/2025	CITY OF LANCASTER PA	water usage - campus and ECC		2,517.96
0000124209	08/25/2025	COLEY, KENNETH S	Title II - speaker - Anchor Christian		1,000.00
0000124210	08/25/2025	COMMONWEALTH OF PA	pesticide applicator certificate - Gerlach		10.00
0000124211	08/25/2025	COOPER PRINTING INC.	district newsletters		4,291.12
0000124212	08/25/2025	CRISIS PREVENTION INSTITUTE, INC.	membership fees - Gramley	membership fees - Betancourt	400.00
0000124213	08/25/2025	DAUPHIN ELECTRIC SUPPLY	lighting supplies		1,069.03
0000124214	08/25/2025	DELL MARKETING L.P.	keyboards	credit - Chromebook parts	1,974.21
0000124215	08/25/2025	DICK BLICK	HS art supplies		9,079.90
0000124216	08/25/2025	E.M. HERR FARM & HOME SUPPLY	ECC custodial supplies		97.07
0000124217	08/25/2025	EBERSOLE'S VACUUM CLEANER	2 vacuum cleaners	LE custodial supplies	1,976.42
0000124218	08/25/2025	EDWARDS BUSINESS SYSTEMS	print management services		71.12
0000124219	08/25/2025	G.R. MITCHELL INC.	LE custodial supplies	maint parts	59.14
0000124220	08/25/2025	GOVCONNECTION INC	Rhombus cameras for MM		90,901.00
0000124221	08/25/2025	HAJOCA CORPORATION	maint part		18.50
0000124222	08/25/2025	L/B WATER SERVICE, INC.	maint parts		114.45
0000124223	08/25/2025	LA ACADEMIA:	charter school tuition		1,215.70
0000124224	08/25/2025	LANCASTER-LEBANON INT. UNIT 13	LLVS 3rd qtr 24-25	PIMS consulting - July	47,732.48
0000124225	08/25/2025	LANC-LEB PUBLIC SCHOOLS INSURANCE POOL	worker's comp prem - install 2		73,298.00
0000124226	08/25/2025	LCTCB	tax bill processing - interims		1,409.38
0000124227	08/25/2025	LIFT INC.	periodic lift maintenance		425.02
0000124228	08/25/2025	LOWE'S COMPANIES INC	MM modular supplies	storage cabinet - MM gym	5,504.41

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0000124229	08/25/2025	M J EARL	LE custodial supplies		1,751.05
0000124230	08/25/2025	MENCHEY MUSIC SERVICE INC.	elem band music		453.52
0000124231	08/25/2025	MILLERSVILLE UNIVERSITY	L-S Admin. Schol. - Alaina Brenneman		700.00
0000124232	08/25/2025	MSTS RECEIVABLES LLC	work gloves & supplies		73.81
0000124233	08/25/2025	NASCO	LE art supplies	Title IV supplies	284.83
0000124234	08/25/2025	NET WORLD SPORTS LTD	boys soccer supplies		400.00
0000124235	08/25/2025	OFFICE BASICS INC.	HH teaching supplies	LE copy paper	9,768.49
0000124236	08/25/2025	PENNSYLVANIA FFA ASSOCIATION	vo ag - AET subscription		1,000.00
0000124237	08/25/2025	RHOADS ENERGY CORP	diesel fuel - transportation	unleaded gas - transportation	22,901.84
0000124238	08/25/2025	RICH INC.	HS art supplies - clay		1,355.00
0000124239	08/25/2025	RON HENRYS AUTO REPAIR PARTNERS	emissions testing		75.14
0000124240	08/25/2025	SCENARIO LEARNING, LLC	employee safety library software		6,295.50
0000124241	08/25/2025	SENSENIK DONALD M.	ESL - translations		66.80
0000124242	08/25/2025	SHERWIN-WILLIAMS	paint		313.14
0000124243	08/25/2025	SHULTZ TRANSPORTATION COMPANY	district tour		82.72
0000124244	08/25/2025	STANLEY STEEMER	HS carpet cleaning		1,329.00
0000124245	08/25/2025	SUBURBAN LANC. SEWER AUTHORITY	sewer usage - campus	sewer usage - admin bldg	3,887.30
0000124246	08/25/2025	SWANK Movie Licensing USA	movie license - HS		645.00
0000124247	08/25/2025	TRANE U.S. INC.	chiller repair	MM HVAC chiller repair	2,459.07
0000124248	08/25/2025	TRIANGLE COMMUNICATIONS INC	MM radio system repair	ECC radio batteries	4,503.75
0000124249	08/25/2025	VALLEY FORGE EDUCATIONAL SERVICES	ESY		195.00
0000124250	08/25/2025	VOYAGER SOPRIS LEARNING	MM spec ed supplies		836.00
0000124251	08/25/2025	WALTERS SERVICES INC	portable toilet		90.00
0000124252	08/25/2025	WB MASON CO INC	LE teaching supplies - IU bid	MM teaching supplies - IU bid	1,169.53
0000124253	08/25/2025	WEINSTEIN SUPPLY CORPORATION	plumbing supplies	maint supplies	1,161.24
0000124254	08/25/2025	WILSON LANGUAGE TRAINING	Acadience Reading - digital licenses		3,672.85
0000124255	08/25/2025	WIZARD LOCK & SAFE CO.	lock work	supplies	600.76
0000124256	08/25/2025	ZIMMERMAN'S HARDWARE	lift rental - athletics	maint supplies	349.54
0000124257	09/03/2025	ABDO PUBLISHING CO	HH library books		1,503.80
0000124258	09/03/2025	AUKAMP BONNIE	dental reimb		276.00
0000124259	09/03/2025	CAPP INC	HVAC part		539.82
0000124260	09/03/2025	CARROT-TOP INDUSTRIES INC	flags		255.34
0000124261	09/03/2025	CM REGENT LLC	Life/LTD - August		2,578.89
0000124262	09/03/2025	CONTINENTAL PRESS INC.	ESL - supplies		227.47
0000124263	09/03/2025	COOPER PRINTING INC.	ECC letterhead	note cards & envelopes	1,199.41
0000124264	09/03/2025	DEMCO	LE library supplies	HH teacher nameplates	408.58

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0000124265	09/03/2025	DICK BLICK	HS art supplies	LE art supplies	654.08
0000124266	09/03/2025	EBERSOLE'S VACUUM CLEANER	maint part		26.95
0000124267	09/03/2025	GALLUP JR, TIMOTHY	constable services - 8/22 football		140.00
0000124268	09/03/2025	H & F TIRE SERVICE	dump truck tires		2,197.22
0000124269	09/03/2025	JACKSON, JEFFREY L.	constable services - 8/22 football		140.00
0000124270	09/03/2025	KREIDER FARMS FARM TOUR	Environmental Science field trip		288.00
0000124271	09/03/2025	LEGACY LANDSCAPE MATERIALS INC	LE playground mulch		127.80
0000124272	09/03/2025	MAGRAS, CARISSA	FBI volunteer reimbursement		24.95
0000124273	09/03/2025	MENCHEY MUSIC SERVICE INC.	HS band french horns		6,072.00
0000124274	09/03/2025	MSTS RECEIVABLES LLC	HS vo ag supplies		155.86
0000124275	09/03/2025	NCS PEARSON INC	WISC & KTEA booklets	Q interactive license	2,977.76
0000124276	09/03/2025	NOLT'S AUTO PARTS INC	maint parts		57.98
0000124277	09/03/2025	OFFICE BASICS INC.	admin office supplies		5.98
0000124278	09/03/2025	RUSSEL, JOHNNY	reimb for classes		95.00
0000124279	09/03/2025	SAFEGUARD BUSINESS SYSTEMS	business office envelopes	HH envelopes	734.40
0000124280	09/03/2025	SAXTON & STUMP LLC	legal fees - July & Aug		2,445.25
0000124281	09/03/2025	SCHOLASTIC INC.	HH books		1,060.13
0000124282	09/03/2025	SCHOOL HEALTH CORPORATION	LE nursing supplies - IU bid	HH nursing supplies - IU bid	50.65
0000124283	09/03/2025	SHERWIN-WILLIAMS	LE custodial supplies		101.90
0000124284	09/03/2025	SHULTZ TRANSPORTATION COMPANY	MM Link Crew	HS Link Crew	7,836.15
0000124285	09/03/2025	SMUCKER, AUSTIN Z	reimb for classes		95.00
0000124286	09/03/2025	STEVE WEISS MUSIC	HS marching band drum supplies		940.30
0000124287	09/03/2025	SWARR, SHAWN MICHAEL	constable services - 8/22 football		140.00
0000124288	09/03/2025	UNIVERSITY OF OREGON	SWIS annual license - HH	SWIS annual license - MM	1,075.00
0000124289	09/03/2025	WB MASON CO INC	HS teaching supplies - IU bid		129.60
0000124290	09/03/2025	WILLIAM V. MACGILL & CO.	MM nursing supplies		270.82
0000124291	09/03/2025	WITMER MULCH	playground mulch		156.00
0000124292	09/03/2025	ZIMMERMAN'S HARDWARE	lawn mower recycler		389.00
D000335816	09/03/2025	BENDER, GEOFFREY L	vision reimb		159.86 D
D000335817	09/03/2025	BLOSE MATTHEW A	dental reimb		2,000.00 D
D000335818	09/03/2025	BRUBAKER, MICHELLE T	vision reimb		500.00 D
D000335819	09/03/2025	BURKHART, MEGAN E	dental reimb		143.00 D
D000335820	09/03/2025	BYRNES JARED M	dental reimb	vision reimb	1,117.44 D
D000335821	09/03/2025	DIETRICH, CYNTHIA N	dental reimb		1,683.00 D
D000335822	09/03/2025	DITZLER CARA	vision reimb		283.98 D
D000335823	09/03/2025	EVANS, TIMOTHY	reimb for classes		95.00 D
D000335824	09/03/2025	FARGO, JENNA M	tuition reimb		1,602.00 D

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D000335825	09/03/2025	FEEMAN, MICHELLE E	vision reimb		200.00 <i>D</i>
D000335826	09/03/2025	FEENEY BENJAMIN	dental reimb		235.00 <i>D</i>
D000335827	09/03/2025	GARBER TODD L.	dental reimb		392.00 <i>D</i>
D000335828	09/03/2025	GARRETT, LINSDAY E	dental reimb		211.00 <i>D</i>
D000335829	09/03/2025	GLEIBERMAN ALYSON	vision reimb		479.48 <i>D</i>
D000335830	09/03/2025	GOCHNAUER, EMMA	tuition reimb		1,764.00 <i>D</i>
D000335831	09/03/2025	GRIMM JENNIFER L.	dental reimb		581.00 <i>D</i>
D000335832	09/03/2025	HART CLAUDINE	vision reimb		500.00 <i>D</i>
D000335833	09/03/2025	HENRY MELANIE	vision reimb		500.00 <i>D</i>
D000335834	09/03/2025	HEYSER WILLIAM T.	vision reimb		170.00 <i>D</i>
D000335835	09/03/2025	HILLEN BRIGID H	vision reimb		197.00 <i>D</i>
D000335836	09/03/2025	HOLLIDAY JUNE	dental reimb		261.00 <i>D</i>
D000335837	09/03/2025	HOOVER MATTHEW	vision reimb		500.00 <i>D</i>
D000335838	09/03/2025	HORNER, LAURA E	reimb for classes		95.00 <i>D</i>
D000335839	09/03/2025	HOUCK JEFFREY S	dental reimb		210.00 <i>D</i>
D000335840	09/03/2025	HUYNG, ESTHER H	tuition reimb		2,400.00 <i>D</i>
D000335841	09/03/2025	INGRAM, KIMBERLY K	dental reimb		122.00 <i>D</i>
D000335842	09/03/2025	KEENE, MICHAEL M	tech supplies		33.96 <i>D</i>
D000335843	09/03/2025	KOWITZ, ALICIA C	vision reimb		162.33 <i>D</i>
D000335844	09/03/2025	LANCASTER, PATRICIA	vision reimb		500.00 <i>D</i>
D000335845	09/03/2025	LANDIS, ALISA A	tuition reimb		1,602.00 <i>D</i>
D000335846	09/03/2025	LIPPY, BRANDEN M	athletic supplies		778.92 <i>D</i>
D000335847	09/03/2025	LONG PAULA	dental reimb		252.00 <i>D</i>
D000335848	09/03/2025	MANNIX SUZANNE K.	dental reimb	vision reimb	183.10 <i>D</i>
D000335849	09/03/2025	MARTIN, KAITLYN L	dental reimb		203.00 <i>D</i>
D000335850	09/03/2025	MATTERN BRIAN	vision reimb		362.82 <i>D</i>
D000335851	09/03/2025	MCCANNA CHRISTY	HS social studies supplies	dental reimb	477.21 <i>D</i>
D000335852	09/03/2025	MCGOUGH AMY	dental reimb		415.00 <i>D</i>
D000335853	09/03/2025	MILLER ANN S.	dental reimb		182.00 <i>D</i>
D000335854	09/03/2025	MILLER MELISSA	dental reimb		300.00 <i>D</i>
D000335855	09/03/2025	MORGAN DERRICK	dental reimb		141.00 <i>D</i>
D000335856	09/03/2025	MUSSER ERICA	pupil personnel supplies		120.00 <i>D</i>
D000335857	09/03/2025	NADU, MARGARET M	dental reimb		925.00 <i>D</i>
D000335858	09/03/2025	NEW STORY LLC	ESY		31,654.00 <i>D</i>
D000335859	09/03/2025	NOCHECK, LEROY A	tuition reimb		1,620.00 <i>D</i>
D000335860	09/03/2025	NOLT JEFFREY	tuition reimb	vision reimb	1,989.96 <i>D</i>
D000335861	09/03/2025	PARISE KAREN L.	dental reimb		430.00 <i>D</i>

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D000335862	09/03/2025	PAULINELLIE HEIDI	dental reimb		203.00 <i>D</i>
D000335863	09/03/2025	PEREZ, ALEX P	dental reimb		1,008.00 <i>D</i>
D000335864	09/03/2025	RANCK, KATHERINE L	tuition reimb		4,328.00 <i>D</i>
D000335865	09/03/2025	RICHWINE CONNIE	1/2 FBI clearance reimb		12.48 <i>D</i>
D000335866	09/03/2025	RINIER, LAUREN	dental reimb		129.00 <i>D</i>
D000335867	09/03/2025	RIVER ROCK ACADEMY, LLC	3 slots at River Rock		10,545.00 <i>D</i>
D000335868	09/03/2025	ROBISON, CORY S	snacks for meeting		68.33 <i>D</i>
D000335869	09/03/2025	ROYER LARRY	tuition reimb		1,179.00 <i>D</i>
D000335870	09/03/2025	RUSSELL MELISSA	vision reimb		500.00 <i>D</i>
D000335871	09/03/2025	SHAW CARA	dental reimb		214.00 <i>D</i>
D000335872	09/03/2025	SHEHAN LINDSAY	dental reimb		141.50 <i>D</i>
D000335873	09/03/2025	SHENK KIMBERLY I.	vision reimb		112.00 <i>D</i>
D000335874	09/03/2025	SHOCKEY MATTHEW	dental reimb		128.00 <i>D</i>
D000335875	09/03/2025	SHOCKEY TINA	tuition reimb	dental reimb	1,793.00 <i>D</i>
D000335876	09/03/2025	SNOOK, KATIE A	dental reimb		282.00 <i>D</i>
D000335877	09/03/2025	SPEALMAN AMANDA	vision reimb		500.00 <i>D</i>
D000335878	09/03/2025	SPROUT, REBECCA K	dental reimb		424.00 <i>D</i>
D000335879	09/03/2025	STAUFFER JODY	dental reimb		280.00 <i>D</i>
D000335880	09/03/2025	STOLTZFUS WENDY	vision reimb		125.00 <i>D</i>
D000335881	09/03/2025	SWARR JEFFREY	vision reimb		289.00 <i>D</i>
D000335882	09/03/2025	US-RX CARE	pharmacy - mgmt program - August		2,223.00 <i>D</i>
D000335883	09/03/2025	WHISKEYMAN ERIN	dental reimb		997.70 <i>D</i>
D000335884	09/03/2025	WHITAKER, MICHAEL W	reimb for classes		50.00 <i>D</i>
D000335885	09/03/2025	WHITE, TRACY L	tuition reimb		1,620.00 <i>D</i>
D000335886	09/03/2025	WILLIAMS MARY E	dental reimb		429.00 <i>D</i>
D000335887	09/03/2025	YOWLER MELISSA	tuition reimb		1,620.00 <i>D</i>
D000335888	09/03/2025	ZANDER, ASHLEY K	dental reimb		138.00 <i>D</i>
* BANK082025	08/19/2025	TRUIST BANK	Standby Letter of Credit		6,500.00
* DE08132025	08/13/2025	DIRECT ENERGY BUSINESS	Electric - Campus	Electric - Stadium Sign	30,885.43
* DELAGE0806	08/07/2025	DE LAGE LANDEN PUBLIC FINANCE LLC	Copier Lease		3,222.12
* EHCC073125	07/31/2025	EHCC	EHCC - Stop Loss Premium		54,932.90
* EHCC082625	08/26/2025	EHCC	EHCC - Stop Loss Premium		54,650.64
* EXPSCR0731	07/31/2025	EXPRESS SCRIPTS	Express Scripts - Claims 7/1-7/31		190,675.64
* EXPSCR0826	08/26/2025	EXPRESS SCRIPTS	Express Scripts - Claims 8/1-8/26		172,285.05
* FED0000722	08/01/2025	FEDERAL TAX PAYMENT SYSTEM	Purpose: ER FICA: 7/22/2025	Purpose: EE SS: 7/22/2025	234.56
* FED0000801	08/01/2025	FEDERAL TAX PAYMENT SYSTEM	Purpose: EE FED: 8/1/2025	Purpose: ER FICA: 8/1/2025	211,254.53
* FED0000815	08/15/2025	FEDERAL TAX PAYMENT SYSTEM	Purpose: EE FED: 8/15/2025	Purpose: ER FICA: 8/15/2025	204,489.90

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* HSA0000801	08/01/2025	HEALTH EQUITY	DED: EE Contribution - HSA : 8/1/2025		18,064.28
* HSA0000815	08/15/2025	HEALTH EQUITY	DED: EE Contribution - HSA : 8/15/2025		15,756.01
* LUMNRE0731	07/31/2025	LUMINARE HEALTH BENEFITS INC.	Luminare - Claims 7/1-7/31	Luminare - Dental Reimb 7/1-7/31	183,418.72
* LUMNRE0826	08/26/2025	LUMINARE HEALTH BENEFITS INC.	Luminare - Claims 8/1-8/26	Dental Claims - 8/1-8/26	228,675.55
* PAT0000801	08/01/2025	PA DEPARTMENT OF REVENUE	Purpose: EE STPA: 8/1/2025		27,020.31
* PAT0000815	08/15/2025	PA DEPARTMENT OF REVENUE	Purpose: EE STPA: 8/15/2025		26,251.03
* PENS000801	07/31/2025	PENSERV PLAN SERVICES INC.	DED: ROTH - 8/1/2025	DED: 403B - 8/1/2025	46,395.97
* PENS000815	08/15/2025	PENSERV PLAN SERVICES INC.	DED: ROTH - 8/15/2025	DED: 403B - 8/15/2025	17,543.29
* PSER000731	07/31/2025	PUB SCH EMPLOYES RETIREMENT	Purpose: EE RETP: 7/3/2025	Purpose: EE RETP: 7/18/2025	131,598.04
* TRUINV0725	07/31/2025	TRUIST BANK	Bank Fees - Truist Investments		2,321.46
* TRUIST0731	07/31/2025	TRUIST BANK	Bank Fees - Truist		215.62
* VOYA000801	07/30/2025	VOYA - PSERS	EE PSERS DC Contributions	ER PSERS DC Contributions	4,628.92
* VOYA000815	08/15/2025	VOYA - PSERS	EE PSERS DC Contributions	ER PSERS DC Contributions	4,436.61
+ PNC0000029	08/01/2025	PNC BANK	Procurement Card Purchases - 25/26		18,350.23
+ PNC0000031	08/01/2025	PNC BANK	Procurement Card Purchases - 24/25		480.93 #
10 - General Fund					4,367,011.22
Grand Total All Funds					4,367,011.22
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					88,073.07
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					1,635,456.58
Grand Total Procurement Card Other Disbursement Non-negotiables					18,831.16
Grand Total Regular Checks					2,624,650.41
Grand Total Virtual Payments					0.00
Grand Total All Payments					4,367,011.22

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA ACCOUNT **Payment Dates:** 08/06/2025 - 09/03/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000008450	08/07/2025	EDWARDS BUSINESS SYSTEMS	HH copier fee		2.81 #
0000008451	08/07/2025	GOLD STAR FOODS	ECC food		778.24 #
0000008452	08/07/2025	K & D FACTORY SERVICE INC.	LE walk in freezer repair		526.75 #
0000008453	08/07/2025	KH ELECTRIC, LLC	electrical repair		1,742.00
0000008454	08/07/2025	MORIBITO BAKING CO INC	MM food - bread		105.25 #
0000008455	08/07/2025	MURSE, CATHERINE A	travel mileage		170.80 #
0000008456	08/07/2025	TELE-PEST INC.	HS pest control	ECC pest control	445.00
0000008457	08/20/2025	CYBERSOFT	25-26 annual software licenses		3,370.00
0000008458	08/20/2025	FUN FOODS	district food		3,880.80
0000008459	08/20/2025	PETTY CASH	HH food events		477.26
0000008460	08/20/2025	SWISS DAIRY	LE milk	HH food - tea - banquets	204.52 #
51 - FOOD SERVICE/CAFETERIA					11,703.43
Grand Total All Funds					11,703.43
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					11,703.43
Grand Total Virtual Payments					0.00
Grand Total All Payments					11,703.43

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE ACCT **Payment Dates:** 08/06/2025 - 09/03/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004628	08/14/2025	CRABTREE ROHRBAUGH & ASSOCIATES INC.	professional services - early childhood - cap reserve		240.00
0000004629	09/03/2025	TEKRINS, INC.	switch & fuse - cap reserve		40,704.00
32 - Capital Reserve					40,944.00
Grand Total All Funds					40,944.00
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					40,944.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					40,944.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAPITAL PROJECTS FUND **Payment Dates:** 08/06/2025 - 09/03/2025

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001250	08/14/2025	16-6 CONSULTING, LLC.	managing site work - MM - capital projects		5,280.00
0000001251	08/14/2025	BORO CONSTRUCTION	electrical work - MM renovations		1,205,990.15
0000001252	08/14/2025	CRABTREE ROHRBAUGH & ASSOCIATES INC.	professional services - MM - cap projects		6,244.58
0000001253	08/14/2025	JAY R REYNOLDS INC	plumbing work - MM renovations		239,770.44
0000001254	08/14/2025	LOBAR, INC.	construction work - MM renovations		1,996,579.73
0000001255	08/14/2025	NORTH BAY MECHANICAL	HVAC work - MM renovations		604,555.55
0000001256	08/14/2025	WILLIAMS SCOTSMAN, INC.	modular classroom - MM		44,833.20
0000001257	09/03/2025	16-6 CONSULTING, LLC.	managing site work - MM - capital projects		5,520.00
0000001258	09/03/2025	BARRY ISETT & ASSOCIATES INC	MM renovation work		4,287.86
39 - Capital Projects					4,113,061.51
Grand Total All Funds					4,113,061.51
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					4,113,061.51
Grand Total Virtual Payments					0.00
Grand Total All Payments					4,113,061.51

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



Date	Transaction Description	Debit	Credit	Balance
8/6/2025	Beginning Balance in ArbiterPay Account			867.05
8/7/2025	Upload Funds into ArbiterPay (EFT)		25,000.00	
8/18/2025	Lampeter-Strasburg High School, 8/16/2025, Group 102155, Game 511861, 10:00 AM, Game Fee \$128.00, Bob Resch	128.00		
8/18/2025	Lampeter-Strasburg High School, 8/16/2025, Group 102155, Game 511861, 10:00 AM, Game Fee \$128.00, Frank Goldman	128.00		
8/18/2025	Lampeter-Strasburg High School, 8/16/2025, Group 102155, Game 511861, 10:00 AM, Game Fee \$128.00, Ian Daecher	128.00		
8/18/2025	Lampeter-Strasburg High School, 8/16/2025, Group 102155, Game 511861, 10:00 AM, Game Fee \$128.00, Jim Kempf	128.00		
8/18/2025	Lampeter-Strasburg High School, 8/16/2025, Group 102155, Game 511861, 10:00 AM, Game Fee \$128.00, Rick Delgiorno	128.00		
8/20/2025	Lampeter-Strasburg High School, 8/19/2025, Group 105238, Game 522539, 4:00 PM, Game Fee \$99.00, Amanda Haver	99.00		
8/20/2025	Lampeter-Strasburg High School, 8/19/2025, Group 105238, Game 522539, 4:00 PM, Game Fee \$99.00, Steven Jacobs	99.00		
8/20/2025	Lampeter-Strasburg High School, 8/19/2025, Group 106937, Game 893724, 4:00 PM, Game Fee \$93.00, Vicki Zurbrick	93.00		
8/20/2025	Lampeter-Strasburg High School, 8/19/2025, Group 106937, Game 893724, 4:00 PM, Game Fee \$93.00, WENDY HESS	93.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 102155, Game 511859, 7:00 PM, Game Fee \$128.00, Brian London	128.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 102155, Game 511859, 7:00 PM, Game Fee \$128.00, Dan Mentzer	128.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 102155, Game 511859, 7:00 PM, Game Fee \$128.00, Don Shaffer	128.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 102155, Game 511859, 7:00 PM, Game Fee \$128.00, Marlin McGallicher	128.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 102155, Game 511859, 7:00 PM, Game Fee \$128.00, Tim Watson	128.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 105238, Game 521527, 4:00 PM, Game Fee \$99.00, Peter Walton	99.00		
8/25/2025	Lampeter-Strasburg High School, 8/22/2025, Group 105238, Game 521527, 4:00 PM, Game Fee \$99.00, Ryan Hardy	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524491, 9:00 AM, Game Fee \$99.00, Brian Parisan	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524491, 9:00 AM, Game Fee \$99.00, Donald Orner	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524492, 9:00 AM, Game Fee \$99.00, Mark Wagner	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524492, 9:00 AM, Game Fee \$99.00, Richard Hoffmaster	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524493, 9:00 AM, Game Fee \$99.00, Paul hoffman	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524493, 9:00 AM, Game Fee \$99.00, Phillip Morlang	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524497, 10:30 AM, Game Fee \$99.00, Sam Schindler	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524498, 10:30 AM, Game Fee \$99.00, Daniel Basehoar	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524498, 10:30 AM, Game Fee \$99.00, KRIS PETERSON	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524500, 11:15 AM, Game Fee \$99.00, Braden Elliott	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/23/2025, Group 105238, Game 524501, 11:15 AM, Game Fee \$99.00, David Malles	99.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 102155, Game 511860, 4:00 PM, Game Fee \$96.00, Dan Mentzer	96.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 102155, Game 511860, 4:00 PM, Game Fee \$96.00, Dave Anderson	96.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 102155, Game 511860, 4:00 PM, Game Fee \$96.00, Douglas Rhoads	96.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 102155, Game 511860, 4:00 PM, Game Fee \$96.00, Matthew Falgout	96.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 105238, Game 522559, 5:30 PM, Game Fee \$178.00, Brian Woodfill	178.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 105238, Game 522559, 5:30 PM, Game Fee \$178.00, Michael Shapiro	178.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 106937, Game 893597, 7:30 PM, Game Fee \$166.00, Kathryn Grove	166.00		
8/26/2025	Lampeter-Strasburg High School, 8/25/2025, Group 106937, Game 893597, 7:30 PM, Game Fee \$166.00, TODD REITNOUER	166.00		
	Total Payments to Officials - 8/6/2025 - 8/26/2025	4,023.00		
	Processing Fees	-		
	Total Paid from ArbiterPay Account	4,023.00		
8/26/2025	Ending Balance in ArbiterPay Account			21,844.05

Winner's Circle Center, Inc.
for Growth & Learning

Herrbrook Farm
2256 New Danville Pike
Lancaster, PA 17603

Telephone (484) 643-9568
Fax (717) 584-3354
www.winnerscirclecenter.com

AGREEMENT OF SERVICES
Herrbrook Day & Afternoon Programs 2025-26

This agreement made this 13th day of August, 2025 by and between:

Winner's Circle Center Inc.	AND	Lampeter-Strasburg School District
Herrbrook Farm		1600 Book Rd
2256 New Danville Pike		Lancaster, PA 17602
Lancaster, PA 17603		

Herrbrook Day & Afternoon Programs Service Overview: *Winner's Circle Center, Inc. at Herrbrook Farm is a mental health-based clinical and alternative educational environment for students aged 13 – 21 who require significant emotional, social and/or behavioral supports to achieve success in school and who may have diagnoses such as Autism, anxiety disorders, mood disorders or behavior disorders. Students enrolled in the Herrbrook Day & Afternoon Programs are concurrently enrolled in the Lancaster-Lebanon Virtual Solutions (LLVS) cyber curriculum provided by IU13 and will receive daily academic, organizational and motivational support to successfully access the curriculum. The IEP team will determine appropriate academic planning, and the Herrbrook Day & Afternoon Programs will provide course enrollment and oversight through the LLVS Winner's Circle Center, Inc. Cyber Platform, and regular progress monitoring to the home school district. The District may also review student course enrollment and academic progress as an Advisor on the student account. Additionally, students will receive psycho-social education and group counseling overseen by a licensed mental health clinician and may also receive mental health treatment planning and/or individual counseling per student IEP or agreement with district.*

Available Specialized Services:

- Cognitive Behavioral and Solution Focused Approach
- Individual Treatment Planning including Individual and Group Therapy
- Equine and Canine Assisted Therapies, Art Therapy, Play Therapy, Experiential and Expressive Therapies
- Psycho-Social Group Education
- Behavior Management / Incentives System
- Coordination with home school case management and support services
- Coordination with community mental health services if applicable
- Transition Planning

Facilitator: Kate Black, M.S., LPC, LPCMH, NCC, is a Licensed Professional Counselor of Mental Health in PA and DE, National Certified Counselor and PA Certified K-12 Guidance Counselor and is a certified Equine-Assisted Psychotherapist.

Staff: Mental Health Clinicians and Para-Professional Aides are provided by Winner's Circle Center, Inc. Winner's Circle Center, Inc., agrees that all staff, employees and aides hired by Winner's Circle Center, Inc. will be properly licensed, with favorable clearances and background checks in compliance with any and all federal, state, and local laws or regulations and School District policies; including but not limited to Section 1-111 of the Pennsylvania School Code and Sections 6354-6358 of the Pennsylvania Public Welfare Code.

Confidentiality: Winner's Circle Center Inc. will adhere to codes of confidentiality. Any questionable practice will be grounds for termination of this agreement. Both parties agree that the confidentiality of student records will be held in strict compliance with all legal requirements (including all laws, regulations, ordinances, and the Client's policies) governing the confidentiality of information relating to the Client and its students and staff, including but not limited to the Family Education Rights and Privacy Act, the Health Insurance Privacy and Accountability Act, and the Pennsylvania Data Breach Notification Act.

Termination of Agreement: This agreement may be terminated by either party by giving thirty (30) days written notification of such termination.

Termination of Individual Student Services: The School District will provide fourteen (14) days written notification of intent to terminate individual student enrollment at the Herrbrook Day & Afternoon Programs at Winner's Circle Center, Inc. All newly enrolled students shall complete a 90-day probationary period. Should an enrolled student be deemed unfit or unsafe to remain enrolled in the Herrbrook Day & Afternoon Programs at any time during the course of their enrollment, Winner's Circle Center, Inc. will work with the School District, to the extent possible, to facilitate a smooth change of placement.

Liability Insurance: Winner's Circle Center, Inc. will provide farm property insurance, equine activity liability insurance and facilitator liability insurance. The School District will be named an additional insured on applicable liability insurance policies and will be provided with proof of coverage.

Indemnification: Winner's Circle Center, Inc. and the School District agree to hold each other harmless and indemnify each other from all claims, causes of actions, or litigation, including expenses, costs and attorney's fees, said indemnification including without limitation the Winner's Circle Center, Inc. Administrators, Officers, Shareholders and the School District Administrators, Board Members, as follows: (a.) To the extent that any claim is asserted regarding the compliance or failure to comply with the I.D.E.A. or other applicable Special Education requirement, or to the extent that the School District fails to fulfill any term, covenant or condition of this Agreement, the School District agrees to hold Winner's Circle Center, Inc. harmless and indemnify Winner's Circle Center, Inc. regarding any claims related to the same, including all costs and attorney fees; (b.) to the extent that any claim of negligence is asserted by a third party regarding Winner's Circle Center, Inc. failure to fulfill any term, covenant or condition of this Agreement, causing the School District to be a Defendant in litigation by a third party, Winner's Circle Center, Inc. agrees to hold the School District harmless and indemnify the School District including costs and attorney fees.

Equipment/Supplies: Winner's Circle Center, Inc. will provide the LLVS cyber curriculum and an IU13-issued computer for online academics, a secure internet connection for student use, all supplies and equipment required for mental health therapy and psycho-social education, daily snacks for students, and a microwave and refrigerator for student use. The School District will provide any and all additional supplies and equipment required for each student's individualized academic curriculum and/or Individualized Educational Plan (IEP) including hardware or software necessary for student learning beyond that provided by Winner's Circle Center, Inc. Students will be expected to bring their own packed lunch. Winner's Circle Center, Inc. will ensure that each student and his or her parent or legal guardian will sign a liability waiver prior to the student receiving services here under.

Online Academic Courses: At the direction of the School District, Winner's Circle Center, Inc. will enroll each student in up to four (4) 1.0 credit online courses and two (2) 0.5 credit online courses per academic year. Additional online courses will result in an additional charge, per course, to the School District. The School District is responsible for determining the appropriate courses/levels for each student per the IEP team and District's graduation requirements.

Consent: Winner's Circle Center, Inc. shall receive the written consent of the School District to have students utilize the LLVS cyber curriculum through the Winner's Circle Center, Inc. platform provided by IU13. Winner's Circle Center, Inc. shall only allow the School District to review the data of its own students, and not the students of another School District.

Scheduling: The Herrbrook Day & Afternoon Programs will run according to the Penn Manor School District calendar, including weather related delays or cancellations. Day Program hours will be **10:00AM – 2:00PM** daily to a maximum of 4.25 hours per day, Monday through Friday; and Afternoon Program hours (if offered) will be **2:00PM – 5:00PM** daily to a maximum of 3.25 hours per day, Monday through Friday. Students attending AM programs elsewhere will arrive at Winner’s Circle Center at the conclusion of their other program or at the discretion of their home School District. Transportation will be provided by the School District.

Continuity of Service: In the event of extended school building closure due to exceptional circumstances, Winner’s Circle Center, Inc. will continue to provide academic and emotional support services as contracted, through available means including online academic courses via the LLVS Winner’s Circle Center, Inc. Cyber Platform as well as live virtual academic and emotional support via online or telephonic facilitation to the greatest extent possible, consistent with state and federal guidance.

Location: Winner's Circle Center, Inc. at Herrbrook Farm, 2256 New Danville Pike, Lancaster, PA 17603

Payment and Frequency of Payment:

- \$208 per day Regular Full-Time Enrollment (5 days/week) includes LLVS cyber curriculum
- \$238 per day Regular Part-Time Enrollment (2-3 days/week) includes LLVS cyber curriculum
- \$264 per day *Special Full-Time Enrollment with Full-Time One-On-One Aide* provided by Winner’s Circle Center and includes LLVS cyber curriculum
- \$78 per hour Extended School Year, Regular
- \$92 per hour Extended School Year, *Special*, includes One-On-One Aide provided by Winner’s Circle Center

Winner's Circle Center, Inc. shall submit detailed monthly invoices for services rendered showing the days for which services were contracted, a description of the services provided and the resultant amount charged. Services for students enrolled in the Day & Afternoon Programs will be billed daily including Act 80 days, so long that school is in session, or in the event of extended school building closure due to exceptional circumstances, contracted services are rendered to the greatest extent possible in an alternative format, regardless of student attendance until such time that enrollment is terminated as per agreement. Payment by the School District shall be made on or before thirty (30) days following receipt of the aforementioned invoices.

**HERRBROOK DAY & AFTERNOON PROGRAMS AT WINNER’S CIRCLE CENTER, INC.
READ THIS ENTIRE AGREEMENT WHICH CONSISTS OF THREE (3) PAGES BEFORE SIGNING YOUR NAME BELOW.**

ATTEST:

Winner's Circle Center, Inc.

Kate Black
Name

President/Director
Title

 8/13/2025
Signature Date

ATTEST:

Lampeter-Strasburg School District

Name

Title

Signature Date

Appendix E



Lampeter-Strasburg School District currently has students enrolled at Winner’s Circle Center. Since students will utilize LLVS courses while attending Winner’s Circle, Winner’s Circle will have their own individual LLVS portal. As a result of this:

- Staff at Winner’s Circle will be responsible for creating student accounts in the Winner’s Circle LLVS platform, enrolling students into courses, and monitoring their academic progress.
- To view these students’ courses, grades, and progress at Winner’s Circle, district staff will need to log into the Winner’s Circle LLVS platform with a different username and password from those used on district’s own LLVS portal (if any).
- Due to privacy reasons, district staff will have a role of “Advisor – Specific Students” within the Winner’s Circle LLVS platform. With this role, district staff can enroll students into their classes, however, district staff cannot create new student accounts.
- Students enrolled in LLVS through Winner’s Circle will not appear in the district’s Genius reports with other school district students.

Lampeter-Strasburg School District hereby acknowledges and agrees to the above regarding Winner’s Circle and student accounts in the Winner’s Circle LLVS platform.

School District Signature

Date

**LANCASTER_LEBANON INTERMEDIATE UNIT 13
INTERGOVERNMENTAL AGREEMENT
NONPUBLIC SCHOOL SERVICES CONSORTIUM
TITLE I SHARED SERVICES**

School District: Lampeter-Strasburg School District

Lancaster-Lebanon Intermediate Unit 13 (IU13) offers the following services under a shared services approach to Title I nonpublic schools (NP) having low-income students enrolled in a Lancaster or Lebanon County School District participating in the IU13 Title I Nonpublic School Services Consortium.

School District and IU13 agree to use Title I funds for instruction at the nonpublic schools listed in this agreement.

Background: The provisions of these services through a regional consortium approach are consistent with the intent of PA School Code to Section 901-A and Uniform Guidance Section 200.318 General Procurement Standards:

- 1. PA School Code to Section 901-A: Establishment of Intermediate Units - Each school district of the Commonwealth shall be assigned to an intermediate unit, and shall be entitled to the services of an intermediate unit in accordance with a program of services adopted by the intermediate unit board of directors.*

- 2. 2 CFR Part 200.318 (e) Procurement arrangements using strategic sourcing: When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.*

Type of Shared Services Delivered (services offered include):

Each member's share of the costs of the IU13 Title I Nonpublic School Services Consortium will be up to 100% of a district's Title I nonpublic school allocation. Shared services will not limit Title I services for students. These services will include all of the following services.

- Review of referred students from nonpublic (NP) schools of potential educationally disadvantaged students (Multiple criteria: Standardized test scores, benchmark and diagnostic assessments, teacher referral, and classroom performance)
- Initial screening and assessment of potential educationally disadvantaged students
- Parental permission process
- Benchmark assessments and stakeholder reporting two or three times per year (Acadience Reading and Math, easyCBM, Gates-MacGinitie) in collaboration with NP school personnel
- Data analysis with individual teachers at school level
- Student scheduling (in collaboration/coordination with NP school personnel)
- Instructional services in reading and math (during school hours, as determined through collaboration/coordination with NP school personnel)
- Standards based instruction

- Collaboration with classroom teachers by modeling, co-teaching, and coaching
- Progress monitoring and progress reporting as requested
- Professional development at school level and IU level
- Parent and family engagement activities including: NP School Title I Parent and Family Engagement Policy, School/Parent Compacts (for school, parent, and student), Annual Family Fun Night, IU13 Federal Programs Parent Conference
- Performance goal progress and data analysis
- Annual program evaluation and reporting to all stakeholders based on student performance, as requested
- Annual educator effectiveness evaluation of instructional staff
- Appropriately certificated instructional staff
- Nonpublic school visitation coordination and documentation
- Annual assessment and intervention plan review and revision
- Technical assistance with federal program monitoring
- Assistance with Title I subgrant application in eGrants - provide necessary information to complete the "Nonpublic School Organization" section in eGrants
- Coordination with Pennsylvania Act 89 services
- Coordination with other federal programs, whenever possible

The cost of the above-mentioned shared services is based on actual costs incurred. See "Breakdown of Costs" section below. Costs are reconciled annually and based on actual costs incurred. No indirect costs are included.

Terms and Conditions

1. TERM

This contract is for a 1-year agreement.

This agreement shall commence on July 1, 2025 and terminate on June 30, 2026.

This agreement will be reviewed annually and can be terminated with or without cause by either party upon thirty (30) days written notice. Payment will be made for any services provided up to the date of termination.

2. DESCRIPTION OF SERVICES

Upon the terms and conditions set forth herein, the above-named district (School District) requests that Lancaster-Lebanon Intermediate Unit 13 (IU13) provide reading and math instructional services in accordance with the responsibilities listed in section 5. Such services will be secular, neutral, and non-ideological.

District requests that IU13 provide Parental Involvement and Professional Development in accordance with Title I at the nonpublic schools listed in this agreement.

IU13 agrees to comply with all Title I statutory and regulatory requirements.

3. FEES AND PAYMENT

In consideration of the shared services mutually agreed upon as described herein, participating School Districts shall pay IU13 for their share of the costs up to the amounts described in the chart below as generated by grants for services to the district's nonpublic students in eligible attendance areas.

Frequency of Payment

Payment shall be made to IU13 upon completion/delivery of services/materials based on invoices received in December and June. School District may withhold payment if IU13 does not comply with all statutory and regulatory requirements of Title I. School District's payment must be received by IU13 within 30 days of receiving the invoice.

Breakdown of Costs

Shared costs include salaries, benefits, supplies, curriculum, evaluations, professional development, etc. Staff costs are charged based on hours logged. Costs for materials and supplies are charged based on specific request. A Title I Shared Services Agreement is included in Appendix A.

These numbers can be found in the Nonpublic section of your eGrant.	Nonpublic Per Pupil Amount:	\$758.00
	Total Nonpublic Instruction Amount:	\$3,032.00
	Total Nonpublic Share of Parent Involvement Set Asides:	0
	Total Nonpublic Share of Professional Development Set Asides:	0
	Total Nonpublic Low Income Funds (Total Instruction Amount + Set Asides):	\$3032.00

Please check the box if your district is targeted assistance or school wide

School District agrees to notify IU13 of the final Title I allocation for the 2025-2026 school year for the nonpublic schools listed in this agreement by April 15, 2026 or amendment due date as outlined by PDE. School District and IU13 acknowledge that an increase or decrease in funds from the preliminary allocation may increase or decrease the services outlined in this Agreement.

4. STUDENT INFORMATION

Please list all the buildings within your district that are considered Public Title I buildings (even if there is no money being driven from that building by nonpublic low-income students). Also list the full range of grades for that building (even if they are not all Title I grades under district Title I).

Public Title I Building	Grades within Public School Building
Lampeter-Strasburg Early Childhood Center	Kindergarten
Lampeter Elementary School	Grades 1 & 2
Hans Herr Elementary School	Grades 3-5
Martin Meylin Middle School	Grades 6-8

Please list the Nonpublic schools that replied saying they would like to participate in Title I (even if they do not have economically disadvantaged students driving funds). If the Nonpublic school has economically disadvantaged students driving funds for services, please list the number of students.

Nonpublic School	Number of Students
Lancaster Mennonite	2
Sacred Heart School	1
Wonder Academy	1

5. RESPONSIBILITIES

Responsibilities are outlined below for IU13 and the School District:

IU13 maintains responsibility for:

- a. Providing School District with addresses of students qualifying for academic support;
- b. Delivery of reading and math services:
Minimum of 2 times per week and a minimum of 15 minutes per session;
- c. Tracking and reporting of performance goal: one time per year, provided to School District by the end of the year;
 - a. 80% of students will improve on the Acadience Reading composite score, grades K-6.
 - b. 80% of students will improve on the Acadience Reading, grades 7-8.
 - c. 80% of students will maintain or improve their category on the Gates MacGinitie, grades 9-12.
 - d. 80% of students will improve on Acadience Math composite score, grades K-6.
 - e. 80% of students will improve on easyCBM composite score, grades 7-8.
- d. Annual consultation/visits with nonpublic schools regarding program and services

School District maintains responsibility for:

- a. Providing IU13 with the names of nonpublic schools identified to participate in Title I;
- b. Assisting IU13 in identifying and qualifying addresses of students who reside in Title I attendance areas;
- c. Informing IU13 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation.
- d. Monitoring and Evaluation: Complaint procedure and communication with the nonpublic Administrators

School District assures IU13 that all meaningful consultation between the District and the nonpublic schools listed in this agreement, needed to set up this agreement, has been completed prior to the effective date of this agreement.

School District and IU13 acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESSA during the performance period of the contract.

6. MISCELLANEOUS

IU13 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law.

Force Majeure. Neither party will incur any liability to the other if its performance of any obligation under

this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos. and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. Either party shall orally notify each other within forty-eight (48) hours and notify in writing within five (5) days of the date on which both parties become aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, either party may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the delay.

The person signing this Agreement on behalf of the School District individually warrants that he or she has full legal power to execute this Agreement on behalf of the School District, and to bind and obligate the School District with respect to all provisions contained in this Agreement.

This contract cannot be modified or changed without a written Amendment to this Agreement signed by both the IU13 and the School District.

IU13 Point of Contact:
Dr. Raluca Snyder
Federal Programs Administrator Phone: (717) 606-1733

SIGNATURES

School District: _____

By: _____ Date: _____

Name: _____ Title: _____

Lancaster-Lebanon Intermediate Unit 13

By: _____ Date: _____

Name: _____ Title: _____

Appendix A - Shared Services Budget

LANCASTER-LEBANON IU13
Consortium Program
Instructional Services Department
SBU 007 - Student Services
Proposed 2025-2026 Title I - Nonpublic
FY 7/1/2025 - 6/30/2026
June 25, 2025

EXPENDITURES						Proposed 2025-26 Budget	
10	1500	5172	120	00	00	Professional - Educational	<u>\$308,564</u>
10	1500	5172	150	00	00	Office/Clerical Salaries	24,170
10	1500	5172	213	00	00	Life Insurance	426
10	1500	5172	220	00	00	Social Security Contributions (Net)	12,169
10	1500	5172	230	00	00	Retirement Contributions (Net)	54,259
10	1500	5172	260	00	00	Worker's Compensation	2,329
10	1500	5172	271	00	00	Medical Health Benefits	76,517
10	1500	5172	272	00	00	Dental Health Benefits	2,940
10	1500	5172	274	00	00	Income Protection Benefits	892
10	1500	5172	348	00	00	Services in Support of Technology	945
10	1500	5172	360	00	00	Employee Training and Development Services	63
10	1500	5172	448	00	00	Lease/Rental of Hardware & Related Tech	489
10	1500	5172	550	00	00	Printing and Binding	597
10	1500	5172	580	00	00	Travel	<u>640</u>
						TOTAL EXPENDITURES	<u><u>\$485,000</u></u>

LETTER OF AGREEMENT
Title IIA Nonpublic Programs and Services

This Agreement is between Lancaster Lebanon Intermediate Unit 13 ("IU13") and __Lampeter-Strasburg_ (School District)

1. TERM

The Term of this Agreement shall commence on **July 1, 2025** and terminate on September 30, 2026. This agreement will be reviewed annually and can be terminated with or without cause by either party upon thirty (30) days written notice. Payment for any services provided up to the date of termination will be due and payable within 30 days.

2. DESCRIPTION

Upon the terms and conditions set forth herein, School District requests that the Lancaster-Lebanon Intermediate Unit 13 (IU13) provide Professional Development services in accordance with ESSA Nonpublic requirements for Title IIA programs and services.

Such services will be secular, neutral, and nonideological. The IU13 agrees to comply with all Title IIA statutory and regulatory requirements.

The School District and the IU13 agree to use the Title IIA funds for professional development in nonpublic schools. The funds will be used to serve the private school teachers and administrators.

The IU13 will provide the School District with bi-monthly invoices and quarterly statements.

3. FEES AND PAYMENT

In consideration of the services mutually agreed upon as described herein, the School District shall pay IU13 up to the total amount listed below for the reimbursement of approved Title IIA nonpublic school/employee professional development opportunities.

List all nonpublic school(s) and Title IIA allocation for each school.

Private School Name	Title IIA Allocation
Anchor Christian	\$3,474.91
Total	\$3,474.91

4. IU13 RESPONSIBILITIES:

To provide services as outlined in the attached statement of work.

To assure all financial and legal responsibilities involved in providing professional development services.

Any other responsibilities necessary to conduct the program as intended.

Provide the School District with the data necessary to complete their Title IIA nonpublic responsibilities.

Provide the School District access to the program at any time.

5. SCHOOL DISTRICT RESPONSIBILITIES

Provide the IU13 names of the participating nonpublic schools and their allocation (as per chart above).

Inform the IU13 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation.

6. MISCELLANEOUS

The IU13 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law.

Force Majeure. Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. Either party shall orally notify the other within forty-eight (48) hours and notify in writing within five (5) days of the date on which either party becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, either party may elect to cancel this Agreement, or to extend the time to cancel this Agreement, or to extend the time for performance as reasonably necessary to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the delay.

The School District assures IU13 that all meaningful consultation between the School District and the nonpublic schools needed to set up this agreement has been completed prior to the effective date of this agreement.

The School District and the IU13 acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESSA during the performance period of the contract.

The parties have entered into this Agreement as of the above effective date:

SIGNATURES

School District: _____

By: _____

Date: _____

Name: _____

Title: _____

Lancaster-Lebanon Intermediate Unit 13

By: _____

Date: _____

Name: _____

Title: _____

MEMORANDUM OF UNDERSTANDING (MOU) FY 25/26

Between
Compass Mark
And
Lampeter-Strasburg School District

This is an agreement between “*Party A*”, hereinafter called *Compass Mark* and “*Party B*”, hereinafter called *Lampeter-Strasburg School District*.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the facilitation of evidence-based prevention programs at *Lampeter-Strasburg School District*.

This MOU is intended to:

- Establish course and method for facilitation of programs within the school.
- Clarify the logistical requirements for both parties to ensure successful implementation of programming.
- Outline the agreed upon services for the agreed upon schedule and costs, as applicable.
- Communicate expectations for effective and collaborative partnership that will best support and serve students, parents, families, and communities.

II. BACKGROUND

Compass Mark implements school-based drug and alcohol prevention services for grades k-12 in Lancaster, Lebanon, and Chester Counties. *Lampeter-Strasburg School District* is a school district within *Lancaster County* seeking school-based drug and alcohol prevention services.

III. *Compass Mark* RESPONSIBILITIES UNDER THIS MOU

Compass Mark shall undertake the following activities:

Program Implementation

- *Implement a full course of in person sessions as indicated below in Section V*
- *Share curriculum materials as requested by School for review and approval*
- *Provide programs with fidelity and each school with outcomes reports as requested*
- *Provide qualified, professional Facilitators who are trained and experienced in classroom management, curriculum presentation, and drug and alcohol prevention*
- *Provide to the School District the following valid clearances and certifications for any individual from Provider with direct contact with the School District's students: (a) PA Child Abuse History Clearance (Act 151); (b) Federal Criminal History Records (Act 114), and; (c) Pennsylvania Background Checks (Act 34).*
- *Refer individual students to the guidance department as concerns should arise*
- *Comply with expectations of Mandated Reporting and complete any necessary documentation as presented by the school*

Partnership & Collaboration

- Provide take home materials for program students to School Administration for review and approval in advance of program start dates and ongoing, as necessary
- Support ongoing needs of the school community as requested relating to drug and alcohol use and misuse prevention topics. This may include consultation on substance prevention efforts, information dissemination at school events, trainings, or support of other initiatives as it related to climate or parent engagement.
- Provide content for increased access to resources for parents and students to support the prevention of substance use & misuse by sharing Compass Mark's website, events, or materials where and when appropriate at least five times throughout the school year.

IV. Lampeter-Strasburg School District **RESPONSIBILITIES UNDER THIS MOU**

Lampeter-Strasburg School District shall undertake the following activities:

Program Implementation

- Support Compass Mark program facilitators by clearly communicating classroom rules and necessary procedures to the Facilitator and Students
- Provide a classroom teacher or staff member to be available during the facilitation of Compass Mark in-person programs and will implement pre-surveys in advance of the first session
- Promote student wellness and prevention programs learning objectives throughout the school year
- Evaluate the assigned Facilitator performance utilizing evaluation forms as provided by Compass Mark upon program completion

Partnership & Collaboration

- Permit distribution of program based "take-home" materials for students in programming after any necessary review and approval by Building Administrator
- Increase access to resources for parents and students to support the prevention of substance use & misuse by sharing Compass Mark's website, events, or materials where and when appropriate. This may occur via social media, website, electronic parent communications, PowerSchool, parent portals notices, or other means in which the school may deem helpful and appropriate. We are requesting this occur a total of 3 times during this school year.
- Provide Compass Mark with notice of any predictable programming cancellations at least 24 hours in advance, understanding that failure to do so may result in a \$40.00 charge directly to the school building.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

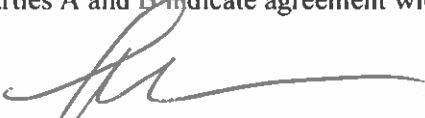
All schools named below, and their designated representative have agreed to engage in a course of prevention programming with Compass Mark Prevention Services.

Martin Meylin Middle School – Nicole Betancourt – Eight, 7th grade full classrooms receiving 4 CATCH My Breath sessions each (32 total sessions). The cost is \$40 per session x 32 sessions for a total cost of \$1280. Compass Mark agrees to cover 50% of the cost utilizing funding from the Lancaster County Drug & Alcohol Commission, and **Lampeter-Strasburg School District agrees to cover 50% (\$640).**

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Party A's and Party B's authorized officials. It shall be in force from September, 2025 to May, 2026.

Parties A and B indicate agreement with this MOU by their signatures.



Teri Miller-Landon, Director of Programs
Compass Mark (Party A) Date 7/14/25

Lampeter-Strasburg School District (Party B) Date _____

Printed Name (Party B)

Title

Book	School District for PNN+
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317 Vol II 2025
Status	Active

Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[3\]](#)[\[4\]](#)

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations.[\[1\]](#)

When engaged in assigned duties, district employees shall not participate in activities that include, but are not limited to, the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[\[2\]](#)
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[\[5\]](#)
6. Use of profane or abusive language.

7. Breach of confidential **student, staff or district** information.
8. Failure to comply with directives of district officials, security officers or law enforcement officers.[\[6\]](#)
9. Carrying **or** possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[\[6\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations.[\[6\]](#)

The district may take disciplinary action for employee conduct that **occurs during or outside of assigned duties when such conduct has a direct nexus to or** obstructs, disrupts, or interferes with **the** teaching, research, service, operations, administrative or disciplinary functions of the district, or any **district-sponsored activity**.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and pursuit of civil and **legal remedies**.[\[6\]](#)[\[7\]](#)

Prior to considering demotion or dismissal of an employee, and at other times when employee conduct has been reported, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, administrative regulations, rules or procedures and shall recommend appropriate action to the Board, in accordance with applicable law and regulations.[\[4\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a Board hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[\[4\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[18\]](#)[\[19\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[20\]](#)

The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has

been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[18\]](#)[\[21\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[20\]](#)[\[21\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[18\]](#)[\[20\]](#)

PSBA Revision 4/25 © 2025 PSBA

Legal References

[1. 22 PA Code 235.1 et seq](#)

[2. Pol. 824](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 514](#)

[5. Pol. 351](#)

[6. 24 P.S. 1122](#)

[7. 24 P.S. 1151](#)

[8. 24 P.S. 1121](#)

[9. 24 P.S. 1127](#)

[10. 24 P.S. 1126](#)

[11. 24 P.S. 1128](#)

[12. 24 P.S. 1129](#)

[13. 24 P.S. 1130](#)

[14. 24 P.S. 1131](#)

[15. 24 P.S. 1132](#)

[16. 24 P.S. 1133](#)

[17. 2 Pa. C.S.A. 551 et seq](#)

[18. 24 P.S. 111](#)

[19. 24 P.S. 2070.9a](#)

[20. 23 Pa. C.S.A. 6344.3](#)

[21. Pol. 806](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 2070.1a et seq](#)

Neal Follman v. School District of Philadelphia (Department of Education), 320 A.3d 882 (Commw. Ct. 2024)

Pol. 317.1

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

317-AR-1. DISCIPLINARY PROCEDURES

At times, district administrators will be required to take disciplinary action against district employees whose behavior is incompetent, immoral, negligent, cruel or is in violation of federal or state laws, Board policy, administrative regulations, rules or procedures, assigned job functions or directives issued by supervisors.

Administrators will take disciplinary action in incidents where just cause exists. When informed of an employee violation, administrators will be responsible to:

1. Conduct a fair, reasonable and objective inquiry into the reported violation to determine whether the employee's action/behavior was an infraction.
2. Obtain substantial evidence of the infraction.
3. Determine which law, Board policy, administrative regulation, rule or procedure, assigned job function or directive was violated by the employee.
4. Determine that the employee had an opportunity to become informed about the applicable laws, administrative regulations, policies, rules, procedures and job functions and directives, and was oriented to the assigned job duties and responsibilities.
5. Determine the extent that the violation impacted the educational or operational activities, effectiveness or efficiency of the district, or the health, safety or welfare of students or staff.
6. Determine the appropriate discipline relative to the seriousness of the violation and the employee's record of district service, and prepare a corrective plan for the employee, when applicable.

Note: When reported conduct alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance procedures outlined in applicable Board policy and attachments. (Pol. 103, 104)

For each employee violation, the responsible administrator will meet with the employee to discuss the violation and resulting discipline. The administrator will take the following steps:

1. Document the law, Board policy, administrative regulation, rule or procedure, job function or directive that the employee is violating. This includes the Code of Professional Practice and

317-AR-1. DISCIPLINARY PROCEDURES - Pg. 2

Conduct for Educators and Board approved plans, such as the district's comprehensive planning goals, Professional Development Plan and Teacher Induction Plan.

2. Document the infraction with specifics as to the conduct/activity observed, date, time, place, names of individuals involved, and names of witnesses.
3. Document the administration's response to the violation, including specific and explicit written directions to the employee, the date and time of the disciplinary meeting, discipline imposed, timeline for correction and offer of assistance.
4. Provide an opportunity for the employee to respond to the allegation, either verbally or in writing, before the imposition of discipline, except when immediate action is necessary. When immediate action is necessary, the opportunity for a response will be provided as soon as reasonably possible.
5. Document the employee's response to the administrator.
6. Notify the employee of the discipline imposed for the employee's violation.
7. Document any other pertinent information discussed during the meeting or resulting as an outcome.
8. Provide a copy of documentation to the employee and to the Personnel Office for inclusion in the employee's personnel file and notify designated administrators when required.

Progressive Discipline

When an administrator has determined that an employee has committed a violation, the responsible administrator will follow the progressive discipline procedure. The severity of the violations will dictate the starting step. Serious violations by employees may result in suspension or dismissal without prior discipline.

STEP ONE

Verbal Warning – Used for a minor first-time violation.

1. The administrator must keep a written record noting all verbal warnings given to all employees.
2. May be issued at any time, should be issued privately and recorded as a written record.
3. The employee may request the presence of a union representative when the warning is issued in a formal setting.
4. Warning should be brief and factual, stating what law, policy, administrative regulation, rule, procedure, job function or directive has been violated.

STEP TWO

Verbal Reprimand – Used for a minor, second-time violation.

1. Done in a formal meeting with advance notice; employee may request the presence of a union representative.
2. Explain the violation to the employee, clearly stating what law, policy, administrative regulation, rule, procedure, job function or directive has been violated.
3. Tell the employee what is expected and ask for cooperation in correcting the behavior/action.
4. Allow the employee to respond and answer any questions.
5. State what the employee can expect if future violations occur.
6. Offer opportunities to correct problems by providing guidance, additional training and help to the employee; offers of assistance must be documented.
7. Prepare conference summary stating administrator's impression of the context and results of the meeting; retain original and give a copy to the employee.
8. Provide opportunity for the employee to respond.

STEP THREE

Written Warning/Reprimand – Used for repeated infractions of any violation and for any noncumulative violation of a more serious nature as determined by the administrator.

1. Done in a formal meeting with advance notice; the employee may request the presence of a union representative.
2. Contents of the official written warning/reprimand will include:
 - a. Statement of specific material facts, such as date, time, place, actions of the employee and names of witnesses.
 - b. Reference to the law, policy, administrative regulation, rule, procedure, job function or directive that was violated.
 - c. List of all previous verbal warnings/reprimands.
 - d. Statement that this is a written warning/reprimand and that the employee is being given an opportunity to improve performance or change behavior, and the district hopes the employee does so.
 - e. Statement that if the employee does not improve performance or change behavior, then the employee may be subject to disciplinary action, without stating any specific discipline.
3. The employee is given a copy of the written warning/reprimand and opportunity to respond.

4. The administrator forwards a copy of the written warning/reprimand to the Personnel Office to be included in the employee's personnel file and notifies the Superintendent that the warning/reprimand was issued.
5. Follow-up conference may be held with the employee, and union representative upon employee request, to tell the employee what is expected, answer questions and ask for the employee's cooperation.

STEP FOUR

Disciplinary Suspension With or Without Pay – Certificated Personnel – Used for repeated violations and for a violation of a serious nature.

The Superintendent or designee only will take action at this level.

1. Consult with the solicitor when necessary for any action and review applicable provisions of a collective bargaining agreement.
2. Notice of the suspension will be provided to the employee.
3. A hearing before the Superintendent or designee must be held, with the employee having the right to representation by legal counsel and opportunity to present information. The hearing must be held in accordance with the Local Agency Law.
4. The employee may appeal the hearing decision to the Board.

Suspension Pending Discharge – Certificated Personnel – Used during the pendency of dismissal procedures when it is determined that continued attendance at school is not in the best interest and welfare of district students.

The Superintendent or designee only will take action at this level.

1. Consult with the solicitor prior to any action and review applicable provisions of a collective bargaining agreement.
2. Notice of the suspension will be provided to the employee.
3. A hearing before the Superintendent or designee must be held, with the employee having the right to representation by legal counsel and opportunity to present information. The hearing must be held in accordance with the Local Agency Law.
4. The employee may appeal the hearing decision to the Board.

Suspension of Noncertificated Employees – Used for repeated violations and for a violation of a serious nature or during the pendency of dismissal procedures.

The Superintendent or designee only will take action at this level.

1. Consult with the solicitor when necessary for any action and review applicable provisions of a collective bargaining agreement.

2. Notice of the suspension will be provided to the employee.
3. A hearing before the Superintendent or designee must be held, with the employee having the right to representation by legal counsel and opportunity to present information. The hearing must be held in accordance with the Local Agency Law.
4. The employee may appeal the hearing decision to the Board.

STEP FIVE

Dismissal – Certificated Personnel – Used for repeated or serious violations of law, Board policy, administrative regulation, rule, procedure, job function or directive. Certificated employees may also be dismissed for immorality, incompetency, intemperance, cruelty, persistent negligence in the performance of duties, willful neglect of duties or as otherwise stipulated in applicable law.

The Superintendent or designee only will take action at this level.

1. Consult with solicitor when necessary for any action and review applicable provisions of a collective bargaining agreement.
2. Conduct a prehearing investigation.
3. Prepare a detailed Statement of Charges, in accordance with law. The Board must take action to approve the Statement of Charges or pass a resolution stating that sufficient evidence exists to support a dismissal hearing, based on the recommendation of the Superintendent, and direct the Board Secretary and Board President to sign the Statement of Charges to be provided to the employee advising of the right to a Board hearing. The Statement of Charges will contain the following elements:
 - a. Prepared on district letterhead and signed by the Board Secretary and Board President.
 - b. List the date of the scheduled Board hearing and notify the employee that the hearing will be public, unless the employee requests a private hearing.
 - c. List the specific charges and allegations against the employee.
 - d. Advise the employee that they have rights, including the right to be represented by legal counsel; the right to hear witnesses and evidence, and to cross-examine witnesses; the right to present witnesses and evidence on their own behalf, and to testify at the hearing.
 - e. Notify the employee that the right to a Board hearing is conditional upon the employee's written request for the hearing, which must be received within ten (10) days of receipt of the Statement of Charges.
 - f. Notify the employee if they have the right to challenge a dismissal under the grievance and arbitration provisions of an applicable collective bargaining agreement, and that the employee may file a grievance or request a hearing before

the Board, but not both, in accordance with law.

- g. Mailed to the employee by registered mail at least fifteen (15) days prior to the scheduled Board hearing; copies will be provided to the union representative and employee's legal counsel, if applicable.
4. The Superintendent or designee will make an educator misconduct report to the PA Department of Education on the required form within fifteen (15) days after the Statement of Charges has been issued to a certificated employee. (Pol. 317.1)
5. A hearing before the Board, or a committee thereof, must be held, when requested by the employee in accordance with the Statement of Charges. The hearing must observe due process requirements, be held in accordance with law and will be documented by a stenographer.
6. The Board may review the hearing record and deliberate in Executive Session, in accordance with applicable law. Official Board action for approving findings of fact and dismissal of a certificated employee will be taken at an open meeting and will require a two-thirds (2/3) vote of the full Board, in accordance with law and Board policy. (Pol. 006)
7. Written notice of the findings of fact and dismissal will be sent to the employee by registered mail following Board action, and no later than ten (10) days following conclusion of the hearing.
8. The employee may appeal the decision of the Board to the Secretary of Education, in accordance with law.

Dismissal – Noncertificated Employees – Used for repeated or serious violations of law, Board policy, administrative regulation, rule, procedure, job function or directive. Noncertificated employees may also be dismissed for incompetency, intemperance, neglect of duty and improper conduct, in accordance with law.

The Superintendent or designee only will take action at this level.

1. Consult with the solicitor when necessary for any action and review applicable provisions of a collective bargaining agreement.
2. Conduct an investigation and document information regarding the observed violations by the employee.
3. Prepare and provide the employee with due notice of dismissal and statement of charges by certified mail with return receipt requested. The notice will contain the following elements:
 - a. Prepared on district letterhead and signed by the Superintendent.
 - b. List the specific charges and allegations against the employee.
 - c. Notify the employee of the right to request a Board hearing and the procedure for requesting a hearing, and that the hearing will be public, unless the employee

requests a private hearing.

- d. Notify the employee that they have rights at a Board hearing, including the right to be represented by legal counsel; the right to hear witnesses and evidence, and to cross-examine witnesses; the right to present witnesses and evidence on their own behalf, and to testify on their own behalf.
4. A hearing before the Board, or a committee thereof, must be scheduled in a timely manner, when requested by the employee. The hearing must observe due process requirements in accordance with Local Agency Law and will be documented by a stenographer.

If an employee decides to file a grievance under the collective bargaining agreement in response to the notice of dismissal, the district should consult the school solicitor and a Board hearing will not be scheduled.

5. The Board may review the hearing record and deliberate in Executive Session, in accordance with applicable law. Official Board action for dismissal of an employee will be taken at an open meeting and will require a majority vote of the full Board, in accordance with law and Board policy. (Pol. 006)
6. A written adjudication will be provided to the employee following Board action. The employee may appeal the Board's decision in accordance with Local Agency Law.
7. If the employee does not request a hearing, the Superintendent or designee will notify the Board of the facts of the situation and provide a copy of the notice sent to the employee, noting that the employee has not requested a hearing. The Board may take action to dismiss the employee by a majority vote of the full Board, in accordance with law and Board policy. (Pol. 006)

NOTE: Demotion of employees is not addressed in this Administrative Regulation. Provisions for demotion may be found in School Code Section 1151 and should be discussed with the school solicitor.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

317-AR-2. ARREST OR CONVICTION REPORT

Employees must provide written notice using the [Arrest/Conviction Report and Certification Form, known as the PDE-6004](#) within seventy-two (72) hours of the employee's arrest or conviction for any of the following offenses:

The listing below, including 1a-z, 2, and 3a-g, is intended to encompass the provisions of subsection 111(e) of the PA School Code.

1. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - a. Criminal homicide (Chapter 25).
 - b. Aggravated assault (Section 2702).
 - c. Stalking (Section 2709.1).
 - d. Kidnapping (Section 2901).
 - e. Unlawful restraint (Section 2902).
 - f. Luring a child into a motor vehicle or structure (Section 2910).
 - g. Rape (Section 3121).
 - h. Statutory sexual assault (Section 3122.1).
 - i. Involuntary deviate sexual intercourse (Section 3123).
 - j. Sexual assault (Section 3124.1).
 - k. Institutional sexual assault (Section 3124.2).
 - l. Aggravated indecent assault (Section 3125).
 - m. Indecent assault (Section 3126).
 - n. Indecent exposure (Section 3127).

- o. Sexual intercourse with animal (Section 3129).
 - p. Incest (Section 4302).
 - q. Concealing death of a child (Section 4303).
 - r. Endangering welfare of children (Section 4304).
 - s. Dealing in infant children (Section 4305).
 - t. Prostitution and related offenses (any felony under Section 5902(b)).
 - u. Obscene and other sexual materials and performances (Section 5903(c) or (d)).
 - v. Corruption of minors (Section 6301(a)(1)).
 - w. Sexual abuse of children (Section 6312).
 - x. Unlawful contact with minor (Section 6318).
 - y. Solicitation of minors to traffic drugs (Section 6319).
 - z. Sexual exploitation of children (Section 6320).
2. All offenses designated as a felony under the Act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act."
3. An offense similar in nature to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
- a. The United States; or
 - b. One of its territories or possessions; or
 - c. Another state; or
 - d. The District of Columbia; or
 - e. The Commonwealth of Puerto Rico; or
 - f. A foreign nation; or
 - g. Under a former law of this Commonwealth.

If the report form indicates the person has been convicted of a felony offense of the first, second or third degree other than one (1) of the offenses enumerated above, the person shall be eligible for continued employment only if a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.

If the conviction is for a misdemeanor of the first degree, other than one (1) of the offenses enumerated above, the person shall be eligible for continued employment only if a period of five (5) years has elapsed from the date of expiration of the sentence for the offense.

If the report of criminal history record information indicates the person has been convicted more than once for an offense under 75 Pa. C.S.A. Sec. 3802 (a), (b), (c), or (d) (relating to driving under the influence of alcohol or controlled substance), and the offense is graded as a misdemeanor of the first degree, the person will be eligible for current employment only if a period of three (3) years has elapsed from the date of expiration of the sentence for the most recent offense.

An employee who willfully fails to disclose an arrest or conviction for an offense enumerated above is subject to discipline up to and including termination and may be subject to criminal prosecution under the state statute related to unsworn falsification to authorities.

If the Superintendent or other administrator has a reasonable belief that an employee has been arrested or convicted for any offense enumerated above, or has been notified by the PA Department of Education regarding pending criminal charges noted on the employee's state file, and the employee has not submitted the PDE-6004, the Superintendent will instruct a Human Resources representative to require the employee to submit a current report of state and federal criminal history record information. The school district will bear the cost of the criminal background checks.

If the Superintendent or other administrator has a reasonable belief that an employee was named as a perpetrator in a founded or indicated report under the Child Protective Services Law, or has been provided written notice of such an occurrence, the Superintendent will instruct a Human Resources representative to require the employee to immediately submit a new child abuse history certification. The school district will bear the cost of the child abuse certification.

The Superintendent or designee will review the forms submitted and determine if the report discloses any information that requires further action.

When an employee reports an arrest for an offense enumerated above, the Superintendent, in consultation with the solicitor, will consider whether immediate action should be taken to protect the safety of students and staff and the integrity of district operations prior to the completion of criminal proceedings or prior to the completion of other formal action by the district in response to the conduct for which arrested. The Superintendent, in consultation with the solicitor, will further consider whether under the circumstances and in light of the available evidence, formal action by the district in response to the conduct should be initiated without waiting for the outcome of criminal proceedings.

When an employee reports a conviction, when a previously reported arrest has resulted in a conviction, or when an employee is confirmed to be listed as a perpetrator in a founded or

indicated report under the Child Protective Services Law, the Superintendent, in consultation with the solicitor, will consider what specific responses are required by law, and what additional interim steps should be taken while other responses are pending in order to protect the safety of students and staff and the integrity of district operations.

The report form should be kept in the employee's personnel file together with a notation as to the school administrator who reviewed the report.

The Human Resources Department will notify all employees annually of these reporting requirements.

Book	School District for PNN+
Section	300 Employees
Title	Educator Misconduct
Code	317.1 Vol II 2025
Status	Active

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

Definitions

Educator - shall mean a person who holds a certificate.[\[3\]](#)

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

Sexual Abuse or Exploitation - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[5]

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that the educator has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[6]
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall

report such misconduct to the Superintendent and immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[5]

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[5][7][8]

Failure to comply with the reporting requirements may result in professional disciplinary action.[9]

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[10]

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[10]

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[10]

Discrimination/Harassment

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such conduct. To the extent feasible, investigations shall be conducted jointly with investigations by the district of educator misconduct.[11][12]

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

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Legal References

1. [22 PA Code 235.1 et seq](#)

2. [24 P.S. 2070.1a](#)

3. [24 P.S. 2070.1b](#)

4. [23 Pa. C.S.A. 6303](#)

5. [24 P.S. 2070.9a](#)

6. Pol. 806

7. [24 P.S. 111](#)

8. Pol. 317

9. [24 P.S. 2070.9c](#)

10. [24 P.S. 2070.11](#)

11. Pol. 103

12. Pol. 104

13. [24 P.S. 2070.17b](#)

14. [24 P.S. 2070.17a](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 2070.1a et seq](#)

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

317.1-AR-0. EDUCATOR MISCONDUCT

The Office of Chief Counsel at the Department of Education is responsible for receiving, reviewing and investigating educator misconduct complaints and reports, and for prosecuting formal disciplinary charges.

Mandatory Reports

All mandatory reports must be filed within fifteen (15) days of receipt of notice from an educator or discovery of the incident.

School Entity Reports -

The designated administrator will complete and submit the School Entity Mandatory Report Form and will include the following:

1. Mandatory reporter's name and contact information, current mailing address and telephone number.
2. Information to identify the educator, including the educator's full name, social security number, date of birth, available contact information, employing school district, and position in the school district.
3. Information regarding alleged misconduct, including the date(s) on which and location(s) where the conduct occurred.
4. Information related to reports filed with other agencies.
5. Information related to the current status of the educator.

Educator Mandatory Reports -

The educator will complete and submit the Educator Mandatory Report Form and will include the following:

1. Mandatory reporter's name and contact information, current mailing address and daytime telephone number.

2. Information to identify the educator, including the educator's full name, available contact information, employing school district, and position in the school district.
3. Information regarding alleged misconduct, including the date(s) on which and location(s) where the conduct occurred.
4. Information related to reports filed with other agencies.

Educator Misconduct Complaint

The professional discipline process is initiated by the filing of an educator misconduct complaint with the Office of Chief Counsel.

Filing a Complaint -

[Commonwealth of Pennsylvania Mandatory Report Form](#) (Word)

To be filed by Chief School Administrator

[Mandatory Report Form for Educators](#) (Word)

To be filed by educator

Confidentiality -

No confidential information will be released without authorization.

The administrator will not release any information regarding the filing of a complaint, any information learned as a result of the Department's investigation, or disposition of the complaint prior to imposition of public discipline.

The confidentiality provisions do not prevent the district from: investigating or prosecuting allegations of misconduct; providing information to or consulting with a law enforcement, child protective services or licensing agency of the Commonwealth or other state or jurisdiction; or disclosing information developed in the course of investigations conducted by the school entity whether conducted independently or by direction of the Department in any disciplinary proceeding against the educator.

Book	School District for PNN+
Section	800 Operations
Title	Public Records
Code	801 Vol III 2024
Status	Active

Purpose

The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

Definitions

Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds; or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; **or** a financial audit report, excluding the audit's underlying work papers.[\[1\]](#)

Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.[\[1\]](#)

Record - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.[\[1\]](#)

Response - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying or partially granting and partially denying access to a requested record.[\[1\]](#)

Requester - a **person that is a** legal resident of the United States who requests access to a record. **The term Requester includes an agency.**[\[1\]](#)

Authority

The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board authorizes the district to deny anonymous requests for records. A request may be considered anonymous if the requester has submitted insufficient information for the district to identify if the requester is a legal resident of the United States.[\[1\]](#)[\[6\]](#)

Delegation of Responsibility

The Board shall designate an Open Records Officer, who shall be responsible to:[\[7\]](#)

1. Receive written requests for access to records submitted to the district.
2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.
3. Direct requests to other appropriate individuals in the district or in another agency.
4. Track the district's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.
7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall:[\[7\]](#)[\[8\]](#)[\[9\]](#)

1. Note the date of receipt on the written request.
2. Compute and note on the written request the day on which the five-day period for response will expire.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

Guidelines

Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.[\[5\]](#)

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The district shall not limit the number of records requested.[\[2\]](#)

When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.[\[10\]](#)

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.[\[11\]](#)[\[12\]](#)[\[13\]](#)

The district shall post at the administration office and on the district's **website**, **the** following information:[\[4\]](#)[\[14\]](#)

1. Contact information for the Open Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.

The district shall post the acceptable form(s) on the district website with information notifying requesters that the district may choose to deny a request for failure to submit the proper form.[15]

4. Board policy, administrative regulations and procedures governing requests for access to the district's public records.

Request for Access

A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.[4][14][15][16]

Requests made in accordance with this policy may be submitted to the district in person, by mail **or** to a designated email address **and must include the following information:[5][16]**

1. Identification or description of the requested record, in sufficient detail **to allow the district to determine what records are being requested.**
2. Medium in which the record is requested.
3. Name and address of the individual to receive the district's response.

The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.[16]

Fees

Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The district shall maintain a list of applicable fees and disseminate the list to requesters.[17]

No fee may be imposed for review of a record to determine whether the record is subject to access under law.[17]

Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.[17]

The Superintendent may waive duplication fees when the requester duplicates the record, or the Superintendent deems it is in the public interest to do so.[17]

Response to Request

District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.[\[7\]\[18\]](#)

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.[\[8\]](#)

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.[\[8\]](#)

The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.

If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.[\[8\]](#)

Extension of Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected and an estimate of applicable fees owed when the record becomes available.[\[8\]\[19\]](#)

Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include **a copy of the requested records**, information on the regular business hours of the administration office, provide electronic access or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100 and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the district is not required to permit use of its computers.[\[5\]](#)

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.[\[5\]\[20\]](#)

A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function, shall be considered a public record of the district, **and shall be made accessible in accordance with law, Board policy and administrative regulations.** When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with law.[\[21\]](#)

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.[\[22\]](#)

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.[\[23\]](#)

Notification to Third Parties

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.[\[24\]](#)

When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record and the requester.[\[24\]](#)

Denial of Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:[\[8\]\[25\]](#)

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.
3. Name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued.

4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated, **identical** requests for that same record and the repeated requests have placed an unreasonable burden on the district.[\[21\]](#)

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.[\[21\]](#)

Information that is not subject to access and is redacted from a public record shall be deemed a denial.[\[22\]\[25\]](#)

Appeals

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.[\[9\]](#)

Appeals Involving Third Party Records –

The Open Records Officer shall provide notice to a third party within seven (7) business days of any appeal relating to records requested, which affect the legal or security interest of an employee; contain or constitute proprietary, confidential or trademarked records of a third party; or are held by a third party contractor or vendor, the district shall notify such parties of the appeal and advise them of their ability to participate in accordance with law. The Open Records Officer shall also provide proof of such notice to the Office of Open Records within seven (7) business days of sending the third party notification.[\[9\]\[26\]](#)

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Legal References

[1. 65 P.S. 67.102](#)

[2. 65 P.S. 67.302](#)

[3. 65 P.S. 67.305](#)

[4. 65 P.S. 67.504](#)

[5. 65 P.S. 67.701](#)

6. Anonymous v. Downingtown Area School District, OOR Dkt. No.: AP 2023-2329

[7. 65 P.S. 67.502](#)

[8. 65 P.S. 67.901](#)

[9. 65 P.S. 67.1101](#)

[10. 65 P.S. 67.705](#)

[11. 42 U.S.C. 12132](#)

[12. 28 CFR 35.160](#)

[13. 28 CFR 35.164](#)

[14. 65 P.S. 67.505](#)

15. K Pace v. City of Philadelphia Department of Licenses and Inspections, OOR Dkt. No.: AP 2024-0292

16. 65 P.S. 67.703

17. 65 P.S. 67.1307

18. 65 P.S. 67.702

19. 65 P.S. 67.902

20. 65 P.S. 67.704

21. 65 P.S. 67.506

22. 65 P.S. 67.706

23. 65 P.S. 67.905

24. 65 P.S. 67.707

25. 65 P.S. 67.903

26. Office of Open Records Procedural Guidelines

24 P.S. 408

24 P.S. 518

42 U.S.C. 12101 et seq

65 P.S. 67.101 et seq

Pol. 800

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

801-AR-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

The Open Records Officer will respond as promptly as possible under the circumstances to a request for access to a public record.

The Open Records Officer will retain copies of records requests and responses in accordance with law and the district's record retention schedule.

Extension of Time

Upon receipt of a written request for access, the Open Records Officer will determine if any of the following apply:

1. Redaction - the request for access requires redaction of a record.
2. Retrieval Time/Remote Storage - the request for access requires retrieval of a record stored in a remote location.
3. Staffing Limitations - a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations.
4. Legal Review - a legal review is necessary to determine whether the requested record is a public record subject to access.
5. Lack of Policy Compliance - the requester has not complied with the Board policy governing access to public records.
6. Failure to Pay Fees - the requester refuses to pay applicable, established fees.
7. Nature of Request - the extent or nature of the request precludes a response within the required time period.

If the Open Records Officer determines that an extension of time is required to respond to a records request, the requester will be notified in writing within five (5) business days of the receipt of the request, in accordance with law and Board policy.

The extension notification will include:

1. A statement notifying the requester that the request for access is being reviewed.
2. The reason for review of the request.
3. A reasonable date that a response is expected to be provided to the requester.
 - a. If the date that a response is expected to be provided to the requester is in excess of thirty (30) days, following the five (5) business days permitted for the initial response, the district may request additional time from the requester.
 - b. If the requester agrees to the extension, the request will be deemed denied on the day following the date specified in the notice if the district has not provided a response by that date.
 - c. The request will be deemed denied unless the requester has agreed in writing to an extension.
4. An estimate of applicable fees owed when the record becomes available.

Certified Copies

If the Open Records Officer grants a request for access to a record and the requester requests a certified copy of the record for the purpose of legally verifying the public record, the Open Records Officer will provide a certified copy upon payment of the applicable, established fees by the requester.

Records In Possession of a Third Party

A request for a public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which relates directly to that governmental function must be submitted to the district's Open Records Officer.

If the Open Records Officer determines that the requested record is subject to public access, the Open Records Officer will respond and grant access in accordance with law, Board policy and administrative regulations.

The requester will pay the established duplication fee.

If the third party that possessed the requested public record duplicated the record in response to the request, the Open Records Officer will remit the fee to the third party.

The third party is not required to provide access to any other of its records.

Transcripts of Administrative Proceedings

Prior to an adjudication becoming final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester by the proceeding's stenographer.

To request access to a pre-final adjudication transcript possessed by a stenographer that is subject to disclosure, the requester must directly contact the stenographer and pay the fees assessed by the stenographer.

After an adjudication becomes final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester, and the established duplication fee will be charged.

Records Received From Third Parties - Trade Secrets/Confidential Proprietary Information

Trade secret is defined as information, including a formula; drawing; pattern; compilation such as a customer list; program; device; method; technique; or process that derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software obtained by the district under a licensing agreement prohibiting disclosure.

Confidential proprietary information is defined as commercial or financial information that is privileged or confidential and the disclosure of which would cause substantial harm to the competitive position of the individual that submitted the information.

When a third party provides a record to the district and includes a written statement signed by its representative that the record contains a trade secret or confidential proprietary information, the Open Records Officer will, upon receiving any request for such record, invoke the thirty (30) day extension and provide written notification to that third party within five (5) days of receipt of the request, that the district has received a request for access to that record.

The third party will have five (5) business days from receipt of the Open Records Officer's notice to provide input on the release of the requested record.

If it is determined that the record is a public record, the Open Records Officer will provide access to the record within ten (10) business days of providing notice to the third party and will notify the third party of the Open Records Officer's decision.

If it is determined that the record is not a public record, the Open Records Officer will deny access to the requested record and will notify the third party of the Open Records Officer's decision.

Copyrighted Materials -

The Open Records Officer may provide access to view copyrighted materials in accordance with law, Board policy and copyright agreements. Copyrighted materials may be subject to restrictions on duplication and distribution. The taking of pictures of copyrighted materials constitutes a copy.

Computer Access

The Open Records Officer will not grant requests for access to the district's or its employees' computers.

Discretionary Access

The Open Records Officer may exercise discretion and make an otherwise exempt record accessible in response to a request.

The exempt record may only be made accessible for access and duplication, in accordance with law and Board policy, if all of the following apply:

1. Disclosure of the record is not prohibited by federal or state law or regulation, or by judicial order or decree.
2. The record is not protected by privilege, to include the attorney-work product doctrine; attorney-client privilege; doctor-patient privilege; speech and debate privilege; or other privilege recognized by a relevant court.
3. The record is not the confidential proprietary record of a third party.
4. The Superintendent determines that the public interest favoring access outweighs any individual, district or public interest that may favor restriction of access.

Appeal of Denial of Access

A requester who is denied or deemed denied access to a requested record by the district may file a written appeal with the Office of Open Records. The appeal must be filed within fifteen (15) business days of receipt of the district's notice of denial or deemed denial. The appeal must include:

1. A copy of the request filed with the district.
 2. A copy of the district's response, if any.
 3. A concise statement of the grounds that the requester asserts that the record is a public record.
 4. A concise statement addressing the grounds stated by the district for denial of the request.
- Appeals may be submitted to the Office of Open Records via mail, facsimile, hand delivery or electronically.

Book	School District for PNN+
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815 Vol IV 2023
Status	Active

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

Computer - for purposes of this policy, district computers include any electronic device owned or leased by the district that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse, when it:[\[5\]](#)

1. Predominantly appeals to the prurient, shameful or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[4\]](#)

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that **district Internet**, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users

shall have no expectation of privacy in anything they create, store, send, delete, **access**, receive or display on or over the district's Internet, computers or network resources, including personal files. The district reserves the right to monitor, track and log network access and use **on district computers and network resources**; monitor fileserver space **and file storage** utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[6][7][8]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the **building principal** or designee.

The Board establishes the following **list of subject areas as inappropriate matter**, in addition to those stated in law and defined in this policy, **which shall not be accessed by minors**:[4]

1. **Hate speech**.[9][10]
2. Lewd, vulgar or profane.
3. Threatening.[11][12]
4. Harassing or discriminatory.[9][10][13]
5. Bullying.[14]
6. **(Consisting of/Relating to) Weapons**.[15]
7. Terroristic.[16]

The district reserves the right to restrict access to any Internet sites or **network** functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/**filtering**. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers **and network resources** used and accessible to adults and students. The technology protection measure shall be enforced during use of computers **and network resources** with Internet access.[3][4][17]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the **adjustment of technology protection measures** to enable access to material that is blocked or **filtered** but is not prohibited by this policy.[17]

Upon request by students or staff, building administrators may authorize the temporary **adjustment of technology protection measures** to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to **adjusting** Internet blocking/filtering for a student's use. If a request for temporary **adjustment of technology protection measures** is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][18]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[17\]](#)

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building **principals** shall make initial determinations of whether inappropriate use has occurred, **and may consult with the Superintendent or designee and the school solicitor when necessary.**

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers **and network resources** are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[19\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors **on district computers and network resources.**

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[14\]](#)[\[20\]](#)

Guidelines

District computers and network accounts shall be used only by the authorized **user of the computer or** account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, **building administrator or other appropriate school staff**. Network users shall not reveal personal information to other users on the network or **Internet**, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[19\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, **social networking websites** and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including hacking and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.[\[21\]](#)[\[22\]](#)[\[23\]](#)
5. Restriction of minors' access to materials harmful to them **or which have been designated as inappropriate matter in Board policy**.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with **Board** policy, accepted rules of network etiquette and federal and state law **and regulations**. Specifically, the following are prohibited uses **of district computers and/or network resources**:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement.
5. Bullying/Cyberbullying.[\[14\]](#)[\[20\]](#)
6. Hate mail, discriminatory remarks, **harassment** and offensive or inflammatory communication.[\[9\]](#)[\[10\]](#)[\[14\]](#)[\[24\]](#)
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.[\[25\]](#)
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or

photographs.[26]

9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. **Vulgar** language or profanity.
11. Transmission of material **that a reasonable person would know** to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of materials in violation of copyright laws.[25]
15. Loading or **accessing** unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, **systems** and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling, **adjusting** or bypassing the Internet blocking/filtering **technology protection measure(s)** without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, **deleting** or downloading confidential information without authorization.

Security

System security is protected through the use of passwords **and/or encryption and district security procedures**. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:[23][27][28]

1. Employees, students **and other authorized users** shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another **user**.
3. Any user identified as a security risk or having a history of problems with other computers **or network** systems may be denied access to the **district's computers and network resources**.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network **or Internet** shall be subject to fair use guidelines and applicable laws and regulations.[25][29]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All **authorized** users publishing content on the district website shall **receive appropriate training and** comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Accessibility –

District staff who maintain district websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:[9][10][13][30][31][32]

1. **Including alternate text descriptions or captions for images.**
2. **Including captions for video content.**
3. **Avoiding text that is posted as an image or conveyed using only color cues.**
4. **Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.**
5. **Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.**

All district websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

Users of district computers and network resources shall be responsible for damages to the equipment, systems, **platforms** and software resulting from deliberate or willful acts.[17]

Illegal use of the **district computers and network resources**; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules **and Board policies** for behavior and communications apply when using the **district computers, network resources and** Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or **referral** to legal **authorities**. **Vandalism** is defined as any malicious attempt to harm or destroy data

of another user, **the district, the** Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or **referral** to legal **authorities**.^{[6][7][8]}

NOTES:

State CIPA – Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Federal CIPA – Children’s Internet Protection Act – 47 U.S.C. Sec. 254

If district has three (3) employee sections, change the policy cites in the policy and references.

** Check backup, particularly any User Agreements included in handbooks, to determine whether or not to add the option for tracking and recovering lost or stolen equipment – if the district has not disabled this type of tracking system, the language should be included in the policy to put users on notice.

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Legal References

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 104
11. 24 P.S. 1302-E
12. Pol. 236.1
13. Pol. 103.1
14. Pol. 249
15. Pol. 218.1
16. Pol. 218.2
17. 24 P.S. 4604
18. 24 P.S. 4610
19. 47 CFR 54.520
20. 24 P.S. 1303.1-A
21. Pol. 113.4
22. Pol. 216
23. Pol. 830
24. Pol. 247
25. Pol. 814
26. Pol. 237
27. Pol. 800

28. Pol. 830.1

29. 17 U.S.C. 101 et seq

30. 42 U.S.C. 12101 et seq

31. 29 U.S.C. 794

32. 28 CFR 35.160

24 P.S. 4601 et seq

18 Pa. C.S.A. 2709

Pol. 113.1

Pol. 220

Pol. 816

Pol. 824

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-0. USER AGREEMENT

I acknowledge that I have received and read the Acceptable Use Of Internet, Computers, And Network Resources Policy. I understand that it is my responsibility to review and abide by the policy, and to contact the Technology Department if I have any questions or need clarification with regard to this policy.

I acknowledge that the district’s Internet, computers and network resources are the property of the district and that I have no expectation of privacy in anything created, stored, sent, deleted, accessed, received, or displayed on or over the district’s Internet, computers or network resources. I further acknowledge that failure to comply with Board policy or inappropriate use of the Internet, computers or network resources may result in action including, but not limited to, usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. I hereby release the district and its Board members, employees and agents from any claims and damages arising from my use of, or inability to use, the district’s Internet, computers and resources.

Staff Name: _____ (please print)

Staff Signature: _____ Date: _____

***Students are required to have a parent/guardian read Policy 815 provided in the student handbook and complete an electronic acknowledgment that states the following:**

I have read the (name of school building) Student Handbook with my child. I understand that my child will be held accountable in accordance with the information/stipulations contained in the student handbook, as well as applicable Lampeter-Strasburg School District Policies and Procedures.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-1. REQUEST TO TEMPORARILY ADJUST INTERNET BLOCKING/FILTERING

**Request completed electronically through technology help ticket*

Name: _____ Date: _____

Building: _____

User is: Employee
 Student

I request the temporary adjustment of the district’s Internet blocking/filtering to allow access to the following website for bona fide research or other lawful purposes:

Website address: _____

I intend to access the website for the following research or lawful purpose:

I request the filtering adjustment for the following time period:

Start: _____ to End: _____

I acknowledge that failure to comply with Board policy or inappropriate use of the district’s Internet, computers or network resources may result in action including, but not limited to, usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. I hereby release the district and its Board members, employees and agents from any claims and damages arising from my use of, or inability to use, the district’s Internet, computers and network resources.

User’s Signature: _____

Signature of Sponsoring Teacher/Administrator:

**For students only, parent/guardian permission is required prior to temporary adjustment of blocking/filtering.

I give permission for my child to have temporary access to the website listed above for bona fide research or other lawful purposes. I will hold harmless the district, its Board members, employees and agents for any harm caused by materials obtained via the district's Internet, computers or network resources. I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent/Guardian Signature: _____ Date: _____

***Submit this form to the building principal. Decisions to deny access may be appealed to the Superintendent or designee for expedited review.*

For District Use Only:

Temporary Access is _____ Approved _____ Denied

Signature of Building Principal/Administrator: _____

Date: _____

Appeal Submitted Date: _____

Temporary Access is _____ Approved _____ Denied

Signature of Superintendent or designee: _____

Date: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-2. REQUEST TO ADJUST INTERNET BLOCKING/FILTERING FOR NONPROHIBITED MATERIALS

**Request completed electronically through technology help ticket*

Name: _____ Date: _____

Building: _____

User is: Employee Student

I request the adjustment of the district’s Internet blocking/filtering to allow access to the following website; the material on this website is not prohibited by Board policy:

Website address: _____

Explanation of why the website does not contain inappropriate materials designated in Board policy and should not be prohibited:

User’s Signature: _____

Signature of Sponsoring Teacher/Administrator:

***Submit this form to the building principal, who will forward it to the Superintendent or designee for expedited review.*

For District Use Only:

Access is _____ Approved _____ Denied

Signature of Superintendent or Designee: _____

Date: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-3. REPORT FORM FOR COMPLAINTS OF UNSOLICITED ELECTRONIC COMMUNICATION

Complainant: _____

School Building: _____

Date of Alleged Incident(s): _____

Describe the communication as clearly as possible. Attach additional pages if necessary:

Describe form of communication used (email, blog site, etc.):

Complainant's Signature

Date

Received By

Date

*Building administrators must also comply with Board policies on Unlawful Harassment or Bullying/Cyberbullying as applicable; see Board policies 248, 249 and 348.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-4. REPORT FORM FOR INADVERTENT WEBSITE ACCESS

Name: _____ Date: _____

Building: _____

User is: Employee Student

I inadvertently accessed the following inappropriate website(s) while conducting legitimate educational research or district business.

Website address(es):

Brief, general description of inappropriate content (i.e., drug paraphernalia, sexual content, etc.):

** Please submit this form to a classroom teacher or building administrator.*

For District Use Only:

Please submit completed forms directly to the Director of Technology or designee.

Website has been reviewed and Internet blocking/filtering adjusted as necessary:

_____ Yes _____ No

Rationale: _____

Signature of Director of Technology or designee _____

Date: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-5. USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

The Director of Technology and district technology staff will be responsible to monitor and examine all network activities, as appropriate, to ensure proper use of the district's Internet, computers and network resources.

The Director of Technology or designee will be responsible for disseminating and interpreting Board policy on Acceptable Use of Internet, Computers and Network Resources at the building level. The Director of Technology or designee will provide appropriate training for all employees on the proper use of the district's computers and network resources and will ensure that all staff supervising student use of the district's Internet, computers and network resources provide appropriate training to students.

The Director of Technology or designee will take reasonable steps and implement Board policy and security procedures to protect the network from viruses or other programs or software that would compromise the district's network.

The Director of Technology or designee will develop procedures for monitoring and tracking district computers or equipment that is reported lost or stolen.

Online Monitoring Plan

The Superintendent, in coordination with the Director of Technology or designee, will develop a plan for monitoring online activities of minors, which includes maintaining and securing usage logs, in accordance with Board policy.

The plan may include the use of specified software or other technology for online monitoring of students. Teachers, building administrators and other staff members responsible for supervising students' Internet access will also receive training and resources on effective monitoring of student Internet use.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

815-AR-6. CYBERBULLYING AND SOCIAL NETWORKING EDUCATION

In accordance with Board policy, the Superintendent will ensure that all district students are educated on network etiquette and appropriate online behavior, including cyberbullying awareness and response and interaction with other individuals on social networking websites and chat rooms. Instruction will be given to students at both the elementary and secondary level as appropriate to the educational and developmental needs of students.

The Superintendent or designee will ensure that teachers, administrators and other staff members responsible for supervising students' Internet use receive professional development, training and resources in the following areas:

1. Monitoring student online activities, in accordance with applicable law, regulations and Board policies.
2. Instructing students in proper network etiquette.
3. Instructing students in intellectually discerning among online information sources and appropriate materials.
4. Bullying and cyberbullying awareness and response, in accordance with law, Board policy and administrative regulations on bullying.
5. Instructing students on appropriate interaction in social networking websites and chat rooms.

The Superintendent or designee will review curriculum and guides for planned instruction and make recommendations for incorporating instruction on appropriate online behavior for students, as applicable.

The district may use the following methods of providing instruction on appropriate online behavior and cyberbullying awareness:

1. Incorporation of instruction into course objectives or daily lessons of planned instruction, as appropriate.
2. Class assemblies or special instruction given in the school library or media center.
3. Special technology courses that are required for students at various grade levels.
4. Online tutorial programs required for students who request a district network account.

The Superintendent or designee will also make resources available to parents/guardians on teaching children about acceptable Internet use, appropriate online behavior, network etiquette, cyberbullying awareness and response, and appropriate use of social networking websites and chat rooms.

Resources

The following websites list information, curriculum and additional web resources for educating students and children about appropriate online activities.

National Center for Missing and Exploited Children – Internet safety, variety of topics:

<http://www.netismartz.org/resources>

National Cyber Security Alliance – Cyberbullying and social networking:

<http://www.staysafeonline.org/>

Federal Trade Commission – Articles on computer/Internet safety:

<https://www.consumer.ftc.gov/topics/protecting-kids-online>

Onguard Online: Stop, Think, Connect – Federal website on variety of online safety issues, including kids’ privacy and social networking safety:

<http://www.onguardonline.gov/>

National Crime Prevention Council – McGruff SafeGuard – low-cost online monitoring software for parents/guardians and children:

<http://www.gomcgruff.com/m/index.asp>

iSafe – Online Curriculum (fee based):

<http://www.i-safe.org/channels/?ch=ed>

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

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815-AR-7. EMAIL USE

The district provides email to facilitate communication, to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

The district's email system and network resources are the property of the district; users will have no expectation of privacy in any messages they create, store, send, delete, receive or display on the district's email system. Consequences for inappropriate use of the district's email system will be in accordance with Board policy on Acceptable Use Of Internet, Computers And Network Resources. All district email users must comply with Board policy.

District employees may be assigned a district email account in accordance with assigned job responsibilities.

Students may be assigned a district email account for specific class or course assignments, at the request of a sponsoring teacher and with written parental permission.

School Board members, contractors, consultants or third parties may be assigned district email accounts on a case-by-case basis, as determined by the Director of Technology.

The district permits incidental personal use of the email system by district employees. Incidental personal use is use of the email system that does not consume more than a trivial amount of district resources; does not interfere with staff productivity; and does not preempt any business activity.

Safety And Etiquette

Do not provide personal identification information about yourself or other users in email messages (i.e., home address or telephone number).

Users should spell check and proofread all emails prior to transmission.

Emails should be brief but clear; avoid abbreviations unless certain the reader will understand them.

Avoid using all capitals, as it may be perceived as shouting; use other formatting or language for emphasis.

When sending attachments, avoid large files and let the recipient know in the body of the message what the attachment is and why it is being sent.

Use meaningful subject lines and avoid leaving the subject line blank.

Emails transmitted via the district email system carry the district's Internet domain; this domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken in the composition of email messages and how they might reflect on the name and reputation of the district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted.

Email is not an appropriate debating forum; do not use email to enter into discussion when it would be more appropriate to have a face-to-face meeting or make contact by phone. Do not use email as a means of avoiding direct contact.

Security And Recordkeeping

Users should not open email messages or attachments from suspicious and unknown senders; messages should be deleted or forwarded to a network administrator.

The email system should not be used to disseminate personal and confidential information; however, it may be used for this purpose when there is a specific business-related purpose and appropriate safeguards are in place.

Delete or archive old messages, especially those with large attachments, to keep the email account within size limitations.

The email system should not be considered a permanent storage repository for information such as student records, financial records, personnel files, etc. Critical information must be stored separately on the district network and/or retained in hard copy format in accordance with the Records Management Plan and Records Retention Schedule.

Employee Email Use

District employees must check their email at least once daily to ensure essential communications are received.

It is important to respond to email messages as quickly as possible. When time constraints or workload prevent timely responses, acknowledge to the sender that the message was received and a thorough response will be forthcoming.

Emails, text messages or other forms of electronic messaging generated by teachers and staff to students must be directed to entire school-sponsored student groups, clubs or teams and involve only issues specifically related to classroom work or sport/activity-related information. Electronic messages will be for the purpose of informing students of time-sensitive information such as canceled practices, reminders, rescheduling or classroom-specific assignments.

Teachers and staff may respond to individual students via email when it involves issues specifically related to classroom work or sport/activity-related information.

Email messaging to students should be done through the staff member's district email account and should be for school-related purposes.

Employee email signatures should contain the employee's name, position, school, school phone number and extension, and the district's website address.

Book	School District for PNN+
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819 Vol IV 2023
Status	Active

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community; **promoting healthy development; and safeguarding against the threat or attempt of suicide.** This policy supports the provision of a comprehensive district program **of education, training and resources** designed to promote **school connectedness and** behavioral health, and prevent suicide.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; methods of prevention, intervention and response to suicide attempt or suicide; **and reporting procedures.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

The district is committed to providing access to age and developmentally-appropriate youth suicide awareness and prevention supports and resources to all district students, without bias or discrimination.[\[2\]](#)[\[3\]](#)

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[\[1\]](#)

Definitions

Behavioral health - the emotion, behaviors and biology related to a person's mental well-being, their ability to function in everyday life and their concept of self.

Behavioral service providers – include, but are not limited to, state, county or local behavioral health service providers, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[4\]](#)[\[7\]](#)

Bias – the attitudes or beliefs we have about a person or group that affect our understanding, actions and decisions in a conscious or subconscious manner.[\[4\]](#)

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student

might need based on the information gathered during the assessment. The Individualized Management Plan is developed primarily for documentation and communication purposes.[4]

Postvention – a multi-component crisis response to provide support, promote healing after a tragic loss and to minimize risk of contagion after a suicide.

Prevention - refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support and protect the behavioral health and wellness of individuals.

Protective factors - refer to characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.

Resilience - the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress, or "bouncing back" from difficult experiences.

Risk factors - refer to characteristics at the biological, psychological, family, community or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide.

Safety Plan – an agreement developed between the student, parent/guardian, appropriate team members and behavioral health professionals, following a suicide screening or assessment, that documents communications, conveys an understanding of the seriousness of the student's distress and provides a set of skills and resources the student can use in a crisis.

School connectedness - the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

School personnel - include, but may not be limited to, administrators, teachers, school-based behavioral health professionals (e.g., school counselor, school psychologist, school social worker), paraprofessionals, support staff, coaches, bus drivers, custodians and cafeteria workers.

Self-harm – behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either suicidal or nonsuicidal.

Suicide - death caused by self-directed injurious behavior with intent to die as a result of the behavior.

Suicide attempt - a potentially self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves.

Suicide threat - a verbal or nonverbal communication that an individual intends to harm themselves with the intention to die but has not acted on the behavior.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[4]

Warning signs - evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.

Delegation of Responsibility

The Superintendent or designee, in collaboration with designated school personnel, shall develop administrative regulations regarding the district's protocols for response to suicide threats, suicide attempts and suicide.

Guidelines

SUICIDE AWARENESS AND PREVENTION EDUCATION[1]

Suicide Awareness and Prevention Education for Students

Students shall receive age **and developmentally**-appropriate, **student-centered lessons** on the importance of safe and healthy choices, coping strategies **focused on resiliency**, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage school resources.

These lessons shall be integrated into the curriculum of health classes and other classes as appropriate. The lessons may be taught by health and physical education teachers, classroom teachers, student services staff or community service providers.

Lessons shall **contain information on comprehensive health and wellness, including emotional, behavioral and social skills development by:**

1. **Informing** students about broader behavioral health issues such as depression and substance **use**, as well as specific risk factors, protective factors and warning signs for suicide.
2. **Encouraging** students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer **or other individual**.
3. **Adhering** to safe and effective messaging guidelines, **avoiding** graphic testimonials and **including research-based** suicide prevention resources.
4. **Promoting** a healthy school climate where students feel connected to and can identify trusted adults in the building.
5. **Providing local, state and/or national resources for seeking help.**

Suicide Awareness and Prevention Education for School Personnel

All **school personnel** shall receive **written** information about the **district's protocols for suicide awareness and prevention, including** risk factors, warning signs, response and **communication** procedures, referrals and resources.

School personnel shall also receive information regarding strategies to enhance protective factors, resilience and school connectedness.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[\[1\]](#)[\[8\]](#)[\[9\]](#)

The district shall make required training and refresher training available on an ongoing basis, so that educators may fulfill training requirements throughout the required timeframe.

The district may also require training of professional staff in grades K-5, as well as ancillary school-wide staff, and may increase the training requirement.

School safety and security training for employees may include suicide awareness.[\[9\]](#)

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, **threat assessment team members**, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district **may** provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs, and information about local, **state and national** behavioral health resources.

METHODS OF PREVENTION[\[1\]](#)

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The methods of prevention utilized by the district include, but are not limited to, **education, training and awareness;** early identification and support for students at risk; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, **the threat assessment team and/or crisis response/intervention** team or other appropriate authority when the health, welfare or

safety of the student or any other person is clearly in jeopardy, **in accordance with applicable law, regulations and Board policy.**[4][10][11][12][13][14][15]

Suicide Prevention Coordinators

District-Wide -

A district-level suicide prevention coordinator shall be designated by the Superintendent **or designee**. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building-Level -

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee, **who may also be a member of the threat assessment team.**[4]

Early Identification Procedures

Early identification of individuals with warning signs or suicide risk factors **that appear to adversely impact the student** is crucial to the district's suicide prevention efforts. To promote awareness, **school personnel**, students and parents/guardians should be educated about suicide risk factors and warning signs.

Referral Procedures

Any **school personnel** who observes a student exhibiting a warning sign for suicide, or **who** has another indication that a student may be contemplating suicide, shall **immediately** refer the student for suicide risk screening and/or assessment and intervention in accordance with **Board policy and** district procedures.[4][15][16]

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, **or other indications of self-harm**, should be referred to **an appropriate team or staff member (e.g., principal, school counselor, Student Assistance Program team)** for support and follow-up.

When a student's behavior indicates a threat to the safety of the student, school personnel shall report the student to the threat assessment team, an appropriate member of the team or the suicide prevention coordinator. The threat assessment team, crisis response/intervention team and designated staff responsible for conducting or arranging suicide risk screening and assessment shall coordinate to provide assessment and intervention in accordance with Board policy and district procedures.[4][15][16][17]

School personnel shall arrange for or provide continuous adult supervision to ensure the student's safety.

Safe2Say Something

When the district receives a report through the Safe2Say Something program, members of the Safe2Say Something team shall coordinate with the appropriate emergency dispatch center(s), local law enforcement and/or district team, in accordance with district procedures.[9]

Documentation

The district shall document the referral, including specific **reasons** identified as indications that the student may be at risk.[4]

METHODS OF ASSESSMENT AND INTERVENTION[1]

The methods of **assessment and** intervention utilized by the district include, but are not limited to, responding to threats **of suicide or self-harm**, suicide attempts in school, suicide attempts outside of school and suicide.

The district shall maintain a trained school crisis response/intervention team. Team members may include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, school security personnel, members of the Student Assistance Program team and others as designated by the district such as community behavioral health agency resources.

The Superintendent or designee shall establish administrative regulations for coordination of appropriate teams and staff in suicide assessment and intervention.

Suicide intervention procedures shall involve collaboration and coordination with the student, the parent/guardian, suicide prevention coordinator, the threat assessment team and/or the crisis response/intervention team and additional support services as needed.

Student Assessment and Intervention

When a student has been referred for assessment, designated members of the threat assessment team and/or crisis response/intervention team shall coordinate with appropriate behavioral health staff to assess and respond to the student's behavior, which may include development or update of an Individualized Management Plan and/or Safety Plan, where appropriate, in accordance with Board policy and administrative regulations.[4]

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as **school** counselors, psychologists **or** social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the **building principal or designee** and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff

shall immediately notify Children and Youth Services, **in accordance with applicable law and Board policy.**[4][6]

The district shall identify **and develop agreements with** behavioral service providers to whom students **may** be referred for further suicide risk screening and/or assessment and **intervention.**

If the student **has been** identified as being at increased risk of suicide, the district shall **develop** a new, or update a previous, Safety Plan to support the student and the student's family. The Plan should be developed collaboratively with input from the student, **the student's parents/guardians, appropriate team members and behavioral health professionals.**

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the **team receiving the referral or other district staff shall notify the appropriate Individualized Education Program (IEP) team or Section 504 team** to address the student's needs in accordance with applicable law, regulations and Board policy.[3][4][18][19][20][21]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians, **appropriate team members** and behavioral service providers.[4]

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE[1]

The district's crisis response/intervention team shall coordinate with first responders, district behavioral health staff and/or community behavioral health resources in response to a suicide attempt or suicide.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. **Acting in accordance with professional development and crisis response training including, but not limited to:**

- a. **The rendering of first aid until professional medical services and/or transportation can be received.**
 - b. **Supervision of the student and movement of all other students out of the immediate area.**
2. **Coordinating with the threat assessment team to document or follow up on the threat assessment process, in accordance with Board policy, where applicable.[4]**
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

Re-entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations, **and in accordance with Board policy.**[3][18][19][20][22][23]

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, **member(s) of the threat assessment team**, the building principal **or designee** shall meet with the parents/guardians of the student and, if appropriate, meet with the student to **discuss** the **student's return** to school and to create an individual re-entry plan.[4]

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral **service** providers, request **releases of information** and written documentation from the treating facility and encourage their involvement in the re-entry **process**.

A school behavioral health professional shall periodically check in with the student **and** monitor the student's **re-entry plan, which may include strategies and supports to facilitate the student's progress and** transition back into the school community, **including referrals to other school-based teams or programs (e.g. Student Assistance Program).**

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

Response to Suicide (Postvention)

Upon confirmation of a suicide, the district shall immediately implement established postvention procedures which shall include methods for informing the school community;

identifying and monitoring at-risk youth; and providing resources and supports for students, staff and families.

DOCUMENTATION PROCEDURES[\[1\]](#)

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral service providers.

When **school personnel** take notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, **school personnel** shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response, **in accordance with applicable laws, regulations and Board policy.**[\[4\]](#)

Reports and information shall be maintained confidentially and made available to appropriate district staff in accordance with applicable laws, regulations and Board policy.[\[4\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[24\]](#)[\[25\]](#)

SUICIDE AWARENESS, PREVENTION AND CRISIS RESOURCES[\[1\]](#)

Crisis Resources:

- National Suicide & Crisis Lifeline: 988 or visit <http://988lifeline.org>
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741741** or visit <http://www.crisistextline.org/>

National:

- [Centers for Disease Control and Prevention – Risk and Protective Factors](#)
- [Suicide Prevention Resource Center – Risk and Protective Factors](#)
- [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Preventing Suicide: A Toolkit for High Schools](#)
- Suicide Prevention Resource Center - [Safe and Effective Messaging for Suicide Prevention](#)
- Suicide Prevention Resource Center - [After a Suicide Toolkit](#)
- [Recommendations for Reporting on Suicide](#)

Pennsylvania:

- [Suicide Prevention Task Forces](#) - groups of dedicated individuals that are committed to reducing the number of suicides and offering support to those who have been touched by suicide within their communities/counties in Pennsylvania.
- [Suicide Prevention Guide](#)
- [List of Crisis Intervention contact information by county](#)
- [List of County CASSP and Children’s Behavioral Health Contact Persons](#)
- [Prevent Suicide PA’s Act 71 Information](#)

- [STAR Center's Postvention Manual](#)

National and State Organizations

National:

- [American Association of Suicidology \(AAS\)](#)
- [American Foundation for Suicide Prevention \(AFSP\)](#)
- [Suicide Prevention Resource Center \(SPRC\)](#)

Pennsylvania:

- [Prevent Suicide PA](#)
- [Jana Marie Foundation](#)
- [Aavidum](#)
- [Services for Teens at Risk \(STAR-Center\)](#)
- [Pennsylvania Department of Education](#)
- [Pennsylvania Network for Student Assistance Services \(PNSAS\)](#)

PSBA Revision 10/23 © 2023 PSBA

Legal References

[1. 24 P.S. 1526](#)

2. Pol. 103

3. Pol. 103.1

4. Pol. 236.1

5. Pol. 249

6. Pol. 806

[7. 24 P.S. 1301-E](#)

8. Pol. 333

9. Pol. 805

[10. 22 PA Code 12.12](#)

[11. 20 U.S.C. 1232g](#)

[12. 34 CFR Part 99](#)

13. Pol. 207

14. Pol. 216

15. Pol. 236

16. Pol. 146

[17. 24 P.S. 1302-E](#)

18. Pol. 113

19. Pol. 113.2

20. Pol. 113.3

21. Pol. 114

22. Pol. 117

23. Pol. 204

24. Pol. 113.4

25. Pol. 209

Pol. 146.1

Pol. 816

Pol. 911

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

819-AR-0. SUICIDE CRISIS INTERVENTION/RESPONSE GUIDELINES

As provided, the guidelines are a resource to assist school employees in preventing, intervening and responding to a suicide attempt or suicide. Because the decisions made by school employees in response to such events may require quick decisions to promote the safety of students, staff or the general public, these guidelines are not intended to prevent school employees from taking a course of action that is different from the guidelines.

In developing procedures, schools are encouraged to reference [SAMHSA's Preventing Suicide: A Toolkit for High Schools](#), which outlines a multifaceted approach to school-based suicide prevention.

In consideration of students who may be attending school virtually, schools are encouraged to reference: [Considerations for Virtual Adaptations to Suicide Prevention Policies and Procedures](#) or [Comprehensive School Suicide Prevention in a Time of Distance Learning](#).

Facts and Statistics can be found here: <https://suicidology.org/facts-and-statistics/>

EARLY IDENTIFICATION AND REFERRAL

Risk Factors

There is no single, agreed-upon list of risk factors. The list below summarizes frequently cited risk factors. Individuals affected by one (1) or more of these risk factors may have a greater probability of suicidal behavior.

Risk factors refer to characteristics at the biological, psychological, family, community or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide. Risk factors include, but are not limited to:

Individual-Level Risk Factors -

- Depression, anxiety or other behavioral health disorders
- Substance use or misuse, substance use disorder
- Nonsuicidal self-injury
- Previous suicide attempt

- Feelings of hopelessness
- Lack of belonging
- Low self-esteem
- Poor coping skills
- Impulsivity, risk taking
- Sleep disturbances

Trauma and/or Other Adverse Life Conditions -

- Social determinants, such as homelessness, poverty, racism, etc.
- Bullying others, being bullied or witnessing bullying
- Discrimination
- Lack of support related to gender and/or sexual identity
- Physical, sexual and/or emotional abuse
- Relationship and family challenges
- Exposure to a suicide or suicidal behavior

Environmental Factors -

- Access to lethal means, particularly in the home
- Barriers to appropriate behavioral health care
- Cultural and religious beliefs related to shame, stigma and/or seeking help or treatment

For more information regarding risk factors, access the following resources:

- [Centers for Disease Control and Prevention – Risk and Protective Factors](#)
- [Suicide Prevention Resource Center – Risk and Protective Factors](#)

Warning Signs

Early identification of individuals exhibiting warning signs is vital to the school entity's suicide prevention efforts.

Warning signs refer to evidence-based indicators that someone may be in danger of suicide, either immediately or in the very near future.

An individual is at greater risk for suicide, particularly if:

- The youth attempted suicide in the past
- The warning sign is new and/or has increased
- Seemingly related to an anticipated or actual painful event, loss or change

One (1) or more of the following warning signs may increase an individual's risk for engaging in suicidal behaviors in the near future:

- Talking about or making plans for suicide
- Researching suicide online
- Obtaining a weapon
- Expressing hopelessness, no reason to live or sense of purpose

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred, in accordance with Board policy, for additional support and follow-up through another school-based team such as the Student Assistance Program (SAP), Multi-Tiered System of Supports (MTSS), Positive Behavior Intervention and Supports (PBIS). (Pol. 819)

Protective Factors

Protective factors refer to characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.

Protective factors do not eliminate the possibility of suicide, but they may mitigate risk factors and support resiliency, or an ability to “bounce back” from setbacks encountered throughout life.

Protective factors include, but are not limited to:

- Receiving effective behavioral health care
- Positive connections to family, peers, and community; even one (1) positive and caring adult connection can make a difference
 - [CDC - School Connectedness](#)
- Access to a welcoming and safe school environment, affirming social groups and clubs

- Skills and abilities to solve problems
- Cultural or spiritual beliefs

For more information regarding protective factors, access:

- [Centers for Disease Control and Prevention – Risk and Protective Factors](#)
- [Suicide Prevention Resource Center – Risk and Protective Factors](#)

Suicide Threat on School Grounds or During a School-Sponsored Activity

Suicide threat refers to a verbal or nonverbal communication that the individual intends to harm themselves with the intention to die but has not acted on the behavior.

When responding to a suicide threat, staff will use the following recommended guidelines if the circumstances warrant such action:

1. The staff member who learns of the suicide threat will:
 - a. Locate the individual.
 - b. Arrange for or provide constant adult supervision.
 - c. Provide encouragement through words of empathy and support to the student (e.g., letting the student know they are not alone, that help is available, etc.).
 - d. Request assistance from appropriate staff such as the school counselor, building principal or designee, threat assessment team or member of the team, or the suicide prevention coordinator. The responding individual or team will make notification to the threat assessment team that the student's behavior indicates a threat to harm themselves.
2. The threat assessment team, crisis response/intervention team or other designated behavioral health staff will coordinate to take appropriate steps in accordance with Board policy to assess the student, which may include:
 - a. Conducting a suicide risk screening and/or assessment, and
 - b. Providing required notifications. (Pol. 236.1)

[\(See Threat Assessment Guidance including a Model Threat Assessment Process Flow Chart\)](#)

3. The threat assessment team, crisis response/intervention team or designated staff member who conducts the suicide risk screening and/or assessment will notify the suicide prevention coordinator.

4. The threat assessment team, crisis response/intervention team or designated staff, in coordination with the approved behavioral service provider, should make recommendations and provide information about resources, which may include development of an Individualized Management Plan or Safety Plan.

The suicide prevention coordinator will:

1. Contact the parent/guardian, if the parent/guardian has not yet been notified through the threat assessment process, to apprise them of the situation and make recommendations, including crisis and noncrisis resources.
2. If the parent/guardian refuses to follow through with recommendations and there is any doubt regarding the child's safety, the school employee who directly witnessed the threat, in coordination with the threat assessment team, should consult with administration and/or local law enforcement and county emergency services.
3. If the student is known to be currently in counseling, the suicide prevention coordinator or designee should:
 - a. Attempt to inform the student's treatment provider of what occurred and the actions taken.
 - b. Encourage the family to sign documentation authorizing release of information at their treatment provider's office.
4. Coordinate actions with the threat assessment team, crisis response/intervention team and/or the Student Assistance Program (SAP) Team for follow-up and support as needed.
5. Create a new, or update a previous, Individualized Management Plan or [Safety Plan](#). (236.1-AR-2)

For students with disabilities, the threat assessment team, crisis response/intervention team or designated district staff shall notify the appropriate Individualized Education Program (IEP) team or Section 504 Team to address the student's needs in accordance with applicable law, regulations and Board policy.

6. Provide documentation of recommendations to the parent/guardian.
7. File a copy of the screening and/or assessment and related recommendations, including a copy of the appropriate plan, in a secure and appropriate location.

Suicide Threat During After-School Program

If a threat is made during an after-school program and no school or district personnel are available, call

Lancaster County Crisis Intervention - (717)394-2631,

Dial 988,

Crisis Text Line 741-741 for assistance, or

[Safe2Say Something](#) – 1-844-SAF2SAY

Inform the threat assessment team and suicide prevention coordinator of the incident and actions taken.

Engaging Local Law Enforcement

District staff will contact local law enforcement in accordance with applicable training, district procedures and Board policy and administrative regulations related to emergency preparedness. (Pol. 236.1, 805)

When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as when a weapon is in the possession of the student), staff will call 911 immediately.

Suicide Attempt on School Grounds or During a School-Sponsored Activity

When responding to a suicide attempt on school grounds or during a school-sponsored activity, the staff will use the following recommended guidelines if the circumstances warrant such action:

1. The first school employee on the scene should call for help from another staff member, follow district emergency medical procedures, such as calling 911, requesting assistance from the school nurse or school security personnel, informing the building principal and ensuring notification of the threat assessment team and/or crisis response/intervention team.
2. Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
3. A designated member of the threat assessment team, crisis response/intervention team, the suicide prevention coordinator or designee will take the following actions:
 - a. Contact the parent/guardian, in coordination with the building principal, and ask the parent/guardian to come to the school or hospital.
 - b. Inform the Superintendent's office.
 - c. Call for assistance from the threat assessment team or County Crisis Emergency Services.

- d. If the student is known to be currently in counseling, the suicide prevention coordinator or designee should:
 - i. Attempt to inform the student's treatment provider of what occurred and the actions taken.
 - ii. Encourage the family to sign documentation authorizing release of information at their treatment provider's office.
4. Document in writing all actions taken and recommendations to the family.
5. Follow-up with the threat assessment team, crisis response/intervention team and/or the Student Assistance Program (SAP) Team for support as needed, in accordance with Board policy. (Pol. 236, 236.1)
6. Designate behavioral health staff and the threat assessment team to promptly follow up with any students or staff who might have witnessed the attempt and contact parents/guardians, as appropriate.
7. Make available supportive counseling and document all actions taken.
8. Refer media representatives to: Community Relations Coordinator.

School staff should not comment to the media during an emergency.
9. School staff should respect the privacy of the family, communicating only with designated individuals regarding the incident.

Suicide or Attempt Not on School Grounds or During a School-Sponsored Activity but Reported to a School Employee

If a suicide or attempt is not made on school grounds but is reported to a district employee and is ongoing, call 911 and/or other county emergency services to respond. Notify identified school behavioral health professional and/or administrator/designee.

When the district receives a report through the Safe2Say Something program, members of the Safe2Say Something team shall coordinate with the appropriate emergency dispatch center(s), local law enforcement or district team, in accordance with district procedures.

If a suicide attempt is not made on school grounds but is reported to a school employee at a later date, follow the procedure outlined under the response to a suicide threat.

POSTVENTION PROCEDURES

IMPORTANT NOTE: Until the death can be confirmed, the school's emergency response procedures for a suicide attempt will be followed. Postvention procedures will be initiated only upon confirmation of death.

Suicide of a Student or Employee on School Grounds or During a School-Sponsored Activity

School administration and staff should refer to the District's All Hazard Plan for Postvention Response procedures.

The school entity needs to develop postvention response procedures based on research and best practices outlined in resources such as the:

- [STAR Center's Postvention Standards Manual: A Guide for a School's Response in the Aftermath of a Sudden Death](#)
- [Suicide Prevention Resource Center \(SPRC\)/American Foundation for Suicide Prevention's \(AFSP\) After a Suicide: A Toolkit for Schools, and the national resource of Recommendations for Reporting on Suicide.](#)

The crisis response/intervention team, led by a designated crisis response coordinator, will implement the district's crisis response plan, which may include the following key components:

- Checklist of postvention action steps
- Board policies and administrative regulations (Pol 236, 236-AR-0, 236.1, 236.1-AR-0, 236.1-AR-1, 236.1-AR-2, 805, 819, 819-AR-0)
- Interagency agreements
- Communication plans (Emergency Preparedness Plan)
 - Internal (e.g., staff, students, families)
 - External (e.g., media, community members, mental health providers, etc.)
- Key personnel deployment plans (name and area of responsibility)
- Identified frameworks for management of individual and school-wide crisis
- Current evidence-based and best practice supports/resources (e.g., one-time educational support groups, survivors of suicide groups, etc.)
- Information posted on district website – local resources such as local crisis intervention and suicide prevention hotline contact information
- Screening and referral procedures
- Debriefing strategies
- Postvention space allocations (activities, small group meetings, etc.)
- Annual review of policies, procedures and plans
- Moving from postvention to prevention

When responding to a death by suicide, the following guidelines are recommended:

1. When the death of a student or staff is confirmed by an appropriate authority such as a coroner or medical examiner, it is important for schools to recognize the family's wishes in regard to disclosing the nature of the death. However, postvention practices may be implemented regardless.
2. Schools are strongly encouraged to consult with and utilize local behavioral health resources in carrying out a postvention response.

3. The crisis response coordinator will oversee the following activities:
 - a. Immediate notification of relevant personnel within the district.
 - b. Verify and obtain as much factual information as possible.
 - c. Assemble the crisis response/intervention team to review and implement the communication procedures for staff, students, and parents/families. Avoid announcing the death over the loudspeaker system or convening large assemblies with students. Refer media requests to the designated school spokesperson, who should refer to current national recommendations on reporting on suicide.
 - d. Avoid assuming that all individuals in the school community will be impacted in the same way. With universal crisis resources and natural supports, most individuals will not require more targeted interventions. There are a finite number of individuals who will need more targeted or individualized supports. Prioritize classrooms, relevant groups, teams or clubs, and individual students or staff who may need immediate attention and connect them with the response team or other appropriate resources as determined by Student Services staff. Individual students of concern may include those closest to the deceased, those who had contact with the deceased prior to the death, and other students within the student body that may be at elevated risk such as students with recent losses or students with behavioral health disorders or concerns. Implement risk screening and assessment procedures for identified students that may be at increased risk. Develop procedures for ongoing monitoring and follow-up, and re-entry as needed.
 - e. Offer resources and supports to staff, students, and parents/families, which may include informational meetings on suicide warning signs and how to respond, grief reactions, self-care, healthy coping, help-seeking, and national, state, and local county crisis information.
 - f. Remind staff to respect the privacy of the family.
 - g. Evaluate the postvention process, to:
 - i. Identify necessary refresher training.
 - ii. Assess postvention team recruitment/retention.
 - iii. Thank staff.
 - iv. Update policies/procedures, etc.

Memorials

It is recognized that grieving individuals need a variety of opportunities to personally express their emotions and reactions to this type of death. It is recommended that the school entity establish a protocol, including the use of memorials, for the death of any student so that a

standard plan can be followed for any death. Focus should not be on the manner of death; specific to suicide, this helps minimize risk of contagion. Recommendations and ideas for a memorial should be taken into consideration and discussed with the building principal and the crisis response/intervention team prior to being implemented. Memorials must be carefully and thoughtfully planned, considering a broad range of responses. A variety of activities may in fact occur to celebrate positive remembrances, and these expressions often vary.

Monitor spontaneous memorials that may occur from students expressing their grief, whether physically at school or online. If memorials indicate that additional students may be at increased risk for suicide and/or in need of additional behavioral health support, outreach will be made to those students in accordance with Board policy and administrative regulations.

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

FIELD TRIP REQUEST FORM

BUILDING (circle one): HS MM HH LE Today's Date: 8/14/25
Name of Group: Garden Spot FFA **Date of Trip:** 10/27/25 - 11/1/25
Teacher In Charge: Katie Ranck, Holly Oberholtzer (overnight trip)
Additional Chaperones: Bryce Johnson
Departure Time from School: 10/27/25 @ 6am **Arrive Destination:** Indianapolis, Indiana
Leave Destination: L-S HS/Ag. Dept. **Return Time to School:** 11/1/25 @ 11pm
DESTINATION(S): (List as much information as possible. If multiple stops, list in order):
Indiana Convention Center - 100 S. Capitol Ave, Indianapolis

Type of Vehicle Requested: SCHOOL BUS MOTORCOACH VAN* - Enterprise Van Rental x2
(* VAN: Maximum 9 students plus the driver!!)
Number of Students Going: 12 **Adults:** 3 **Number of Buses Needed:** 0
Substitutes Needed (Periods): Oct. 27th - Oct. 31st - All day

High School: Explain 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. (Use the back of this sheet for additional space if needed.)

The National FFA Convention provides students workshops, industry tours, college/university exposure, service, and a convention expo to learn & explore the agriculture industry through a national lens.
High School: No more than two field trips in a single week, no more than one field trip on a single day, national lens will be approved. Student roster must be distributed to all faculty two weeks prior to day of trip.

Finance: _____ 100.00 _____
Amount Paid By District Amount Paid By Group TOTAL COST
Kathleen J. Ranck _____
Approved - Department Head Approved - Principal

NOTE: School buses and vans will be hired by the District Transportation Coordinator. This form **MUST** be submitted at least *three weeks* prior to the date of the trip.

If your trip overlaps bus routes (i.e. departs prior to 9 AM and/or returns later than 2:40 PM), you are STRONGLY ADVISED to submit request as soon as possible, especially during the busy field trip months of April and May. Our bus contractor, Shultz Transp., serves L-S, Lancaster City, Penn Manor and Warwick and has a limited number of extra buses available during peak times.