

MINUTES OF THE BOARD OF SCHOOL DIRECTORS  
LAMPETER-STRASBURG SCHOOL DISTRICT  
Administration Building  
Lampeter, Pennsylvania 17537  
December 4, 2025

President Melissa S. Herr called the meeting to order at 7:39 p.m.

PRESENT: Board Members, Mrs. Melissa S. Herr, Mr. Matthew E. Parido, Mr. Dustin D. Knarr, 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, Amanda M. Allison; Administrators, Mr. Nathan D. Byler, Mrs. Karen L. Staub, Dr. Benjamin J. Feeney, Mr. Zachariah J. Mussmon, Mrs. Alicia C. Kowitz, Mr. Cory S. Robison, Mrs. Christi L. Henry, Dr. Jeffrey T. Smecker, Ms. Jennifer L. Felix; Athletic Director, Dr. Branden M. Lippy; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Knarr moved and Mr. Welk seconded the motion to approve the Minutes of the regularly scheduled meetings on November 3 and November 17, 2025.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

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

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

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

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

Dr. Peart shared the following communications:

1. Garden Spot FFA – a letter of appreciation for support of the Farm & Agribusiness Management team.
2. Henry, Melanie E. – a letter of resignation/retirement.
3. Keares, Chrysanthi D. – a letter of resignation.
4. Leonard, Victoria E. – a letter of resignation.
5. Peters, Sharon L. – a letter requesting a leave of absence.
6. Welk, Jr., Donald – A letter of appreciation for support of the fair on behalf of the West Lampeter Community Fair Association Board of Directors.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

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

Thereafter, Mr. Knarr moved and Mr. McComsey seconded the motion to accept the treasurer's report as submitted and to approve the payment of bills for the General Fund in the amount of \$3,814,234.36, Cafeteria Fund checks in the amount of \$68,884.04, Capital Reserve Fund checks in the amount of \$63,921.80, Capital Projects Fund checks in the amount of \$2,103,339.66, and Athletic Account Officials in the amount of \$589.00.

A voice vote was unanimous in favor of the motion.

ACADEMIC COMMITTEE – Mr. Matthew E. Parido, Chairperson

No report.

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

Mr. Welk reported on the Buildings and Grounds Committee meeting from November 17, 2025.

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

No report.

FINANCE COMMITTEE – Mr. Dustin D. Knarr, Chairperson

No report.

PERSONNEL COMMITTEE – Mrs. Suzanne S. Knowles, Chairperson

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

1. APPROVAL OF RESIGNATIONS

- a. Eric N. Alvarez, kitchen helper, Martin Meylin Middle School, retroactively effective to November 11, 2025.
- b. Melanie E. Henry, SACC Director, Lampeter Elementary School, effective December 31, 2025.
- c. Chrysanthi D. Keares, math assistant, Martin Meylin Middle School, retroactively effective to November 14, 2025.
- d. Victoria E. Leonard, special education paraeducator, Lampeter-Strasburg High School, effective December 12, 2025.

2. APPROVAL OF EMPLOYMENT – SUPPORT

- a. R. Scott Bleecher, as a van driver assigned to the administration building retroactively effective to November 7, 2025. Mr. Bleecher will become a category E support employee and will be compensated \$17.25 per hour.
- b. Joseph A. Colyer, as a van driver assigned to the administration building retroactively effective to November 12, 2025. Mr. Colyer will become a category E support employee and will be compensated \$16.75 per hour.
- c. R. Eugene Mitchell, as a van driver assigned to the administration building retroactively effective to December 3, 2025. Mr. Mitchell will become a category E support employee and will be compensated \$17.50 per hour.
- d. Pauline F. Morrison, as a kitchen helper at Lampeter Elementary School retroactively effective to December 2, 2025. Ms. Morrison will become a category E support employee and will be compensated \$16.01 per hour.
- e. Ana A. Reyna, as a second shift custodian at Lampeter-Strasburg High School retroactively effective to December 2, 2025. Ms. Reyna will become a category A support employee and will be compensated \$17.75 per hour.
- f. Jay R. Souders, as a van driver assigned to the administration building retroactively effective to November 17, 2025. Mr. Souders will become a category E support employee and will be compensated \$16.75 per hour.
- g. Marilyn E. White, as a Title I assistant at Hans Herr Elementary School retroactively effective to December 2, 2025. Ms. White will become a category D support employee and will be compensated \$19.85 per hour.

3. APPROVAL OF A CHANGE OF STATUS

Joseph A. Hojnacki, custodian at the Lampeter-Strasburg Early Childhood Center and Lampeter Elementary School. Mr. Hojnacki will become the second sift lead custodian at the Lampeter-Strasburg Early Childhood Center effective January 5, 2026. He will remain a category A support employee and will be compensated \$17.44 per hour.

4. APPROVAL OF A LEAVE OF ABSENCE

Sharon L. Peters, a custodian at Hans Herr Elementary School, retroactively effective to November 14, 2025, through on or about January 5, 2026.

5. APPROVAL OF CHANGES TO SUPPLEMENTAL CONTRACTS

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

a.	Leroy Nocheck	Math Counts – 40%	\$1,060.00	Deletion
b.	Leroy Nocheck	Math Counts – 40%	\$ 848.00	Addition
c.	Judy Lefever	Odyssey of the Mind - Martin Meylin	\$3,021.00	Addition
d.	William Ojeda	Softball - 2nd Asst - 60%	\$3,175.20	Addition

6. APPROVAL OF CHANGES TO ADDITIONAL SALARIES

Change to additional salaries for 2025-2026 to be paid from the associated student activity fund, at no cost to the District, if funds are available, as follows:

a.	Anne Harnish	Musical Playbill Coordinator – LSHS Activity Fund (100%)	\$1,025.00	Deletion
b.	Anne Harnish	Musical Playbill Coordinator – LSHS Activity Fund (70%)	\$ 717.50	Addition
c.	Adam Zurn	Musical Playbill Coordinator – LSHS Activity Fund (30%)	\$ 307.50	Addition

7. APPROVAL OF SUBSTITUTES

2025-2026 substitutes in their respective capacities, as follows:

Certified Substitutes

Lefever, Judy R.                      General Science 7-12; Chemistry 7-12

Emergency Certified Substitutes

Berry, Theodore W.              All Instructional Areas PK-12  
 Bonaventura, Lisa M.            All Instructional Areas PK-12  
 Bruner, Elly L.                    Grades PK-4 – Grove City College student  
 Rogoze, Lindsay A.              All Instructional Areas PK-12

Support Staff Substitutes

Fowler, Shanelle M.  
Lefever, Judy R.  
Lynch, Brooke A.  
Will, Rebekah L.

8. APPROVAL OF EVENT WORKER

Trevor J. Marsh as an event worker for the 2025-2026 school year.

9. APPROVAL OF VOLUNTEERS

Volunteers for the 2025-2026 school year, as follows:

Adams, Ronald  
Arce, Chris  
Bruner, Elly L.  
Lewis, Cody J.  
Mast, Carol J.  
Weitzel, Allyson M.

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

Dr. Westphal reported on Title I and Federal programs.

LIAISON REPORTS

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

STUDENT REPRESENTATIVES – Mr. Shrey Singh, Miss. Quinn Flory

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

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

SUPERINTENDENT'S REPORT – Dr. Kevin S. Peart

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

APPROVAL OF ACT I RESOLUTION FOR THE 2026-2027 FISCAL YEAR

Mr. Welk moved and Mr. Knarr seconded the motion to approve the Act I Resolution for the 2026-2027 fiscal year, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2024-2025 FINANCIAL STATEMENTS IN DRAFT FORM

Mr. McComsey moved and Mrs. Staley seconded the motion to approve the acceptance of the 2024-2025 financial statements presented by CliftonLarsonAllen, LLP, at the November 17, 2025, Board Workshop meeting, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF A NEW COURSE FOR LAMPETER-STRASBURG HIGH SCHOOL

Mr. Parido moved and Mrs. Knowles seconded the motion to approve AP United States History as a new course of study at Lampeter-Strasburg High School.

A voice vote was unanimous in favor of the motion.

APPROVAL OF THE 2026-2027 LAMPETER-STRASBURG HIGH SCHOOL COURSE SELECTION GUIDE

Mrs. Steinbacher moved and Mr. Welk seconded the motion to approve the 2026-2027 Lampeter-Strasburg High School Course Selection Guide.

A voice vote was unanimous in favor of the motion.

APPROVAL OF AGREEMENT WITH WILSON COLLEGE

Mr. Parido moved and Mrs. Staley seconded the motion to approve a five-year student teaching agreement with Wilson College.

A voice vote was unanimous in favor of the motion.

APPROVAL OF AGREEMENT WITH THADDEUS STEVENS COLLEGE OF TECHNOLOGY

Mrs. Knowles moved and Mr. Welk seconded the motion to approve an Early Enrollment agreement with Thaddeus Stevens College of Technology.

A voice vote was unanimous in favor of the motion.

APPROVAL OF FIELD TRIP

Mrs. Knowles moved and Mrs. Steinbacher seconded the motion to approve an overnight field trips for Lampeter-Strasburg High School's Mock Trial Club to attend a Mock Trial Competition at the University of Pittsburg from January 9 to January 11, 2026.

A voice vote was unanimous in favor of the motion.

APPROVAL OF UPDATED BOARD POLICIES (SECOND READING)

Mrs. Knowles moved and Mr. Parido seconded the motion to approve updated policies (second reading), as follows and as attached to these Minutes:

Reviewed by Academic Committee

- a. Policy 105 Curriculum

Reviewed by the Finance Committee

- a. Policy 606 Tax Collection
- b. Policy 607 Tuition Income
- c. Policy 621 Local Taxpayer Bill of Rights
- d. Policy 626 Federal Fiscal Compliance
- e. Policy 626.1 Travel Reimbursement – Federal Programs

Reviewed by full Board at the October Workshop meeting

- a. Policy 903 Public Participation in Board Meetings
- b. Policy 904 Public Attendance at School Events

A voice vote was unanimous in favor of the motion.

OPPORTUNITY FOR PUBLIC COMMENT

Mr. James Wild, West Lampeter Township, regarding student safety.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:18 p.m. to discuss a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency.

MEETING RECONVENED AND ADJOURNED

The meeting reconvened and was properly adjourned at 9:00 p.m.

Mary E. Williams  
Secretary