

MINUTES OF THE BOARD OF SCHOOL DIRECTORS
LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
Lampeter, Pennsylvania 17537
January 5, 2026

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. Kari A. Steinbacher, Mr. Andrew L. Welk; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Michele B. Westphal; Business Manager, Mr. Keith A. Stoltzfus; Technology Director, Mr. Nathan D. Byler; Administrative Assistant, Mrs. Mary E. Williams; and visitors.

ABSENT: Mr. Dustin D. Knarr and Mrs. Kristin M. Staley.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comments.

MINUTES

Mr. Welk moved and Mr. McComsey seconded the motion to approve the Minutes of the Board reorganization meeting and regular Board meeting on December 4, 2025.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Dr. Peart recognized Hans Herr Elementary School students who have artwork displayed in the Board room.

Dr. Peart shared the following communications:

1. Allen-Gordon, Carol J. – a letter requesting a continued leave of absence.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

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

Thereafter, Mrs. Knowles moved and Mr. Parido 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 \$4,258,027.44, Cafeteria Fund checks in the amount of \$116,202.43, Capital Reserve Account checks in the amount of \$40,425.00, Capital Projects Fund checks in the amount of \$2,319,514.89, and Athletic Account Officials in the amount of \$4,663.00.

A voice vote was in favor of the motion.

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 and made a motion to approve all personnel items as a consent agenda, with the exception of item 2d. Mrs. Steinbacher seconded the motion. A voice vote was unanimous in favor of the motion to approve the consent agenda as follows:

1. APPROVAL OF EMPLOYMENT – SALARY EXEMPT

Merritt L. Palmer as the Performing Arts Center Technical Director at Lampeter-Strasburg High School. Mr. Palmer will become a 10-month salary exempt employee and will be compensated at \$64,202 annually effective January 19, 2026.

2. APPROVAL OF EMPLOYMENT – SUPPORT

- a. Jessica M. Chhat, as a special educator paraeducator at Lampeter Elementary School. Ms. Chhat will become a category C support employee and will be compensated \$16.52 per hour retroactively effective to December 15, 2025.
- b. Rebekah Holmes, as a special educator paraeducator at Martin Meylin Middle School. Ms. Holmes will become a category C support employee and will be compensated \$16.78 per hour effective January 20, 2026.
- c. Melvin D. Kauffman, as a van driver assigned to the administration building. Mr. Kauffman will become a category E support employee and will be compensated \$17.00 per hour retroactively effective to December 10, 2025.
- d. Removed from agenda.

3. APPROVAL OF CHANGES OF STATUS

- a. Susan F. Fetterolf, extended substitute English teacher at Lampeter-Strasburg High School. Ms. Fetterolf will become a long-term substitute English teacher at Lampeter-Strasburg High School retroactively effective to January 1, 2026, through on or about March 30, 2026. Her compensation will remain \$499.42 per diem based upon Step 6, Level M60 of the District compensation agreement.
- b. Ernest L. Houck, part-time second shift custodian at Lampeter-Strasburg High School. Mr. Houck will become a full-time second shift custodian split between the Lampeter-Strasburg Early Childhood Center and Lampeter Elementary School effective January 5, 2026. He will become a category A support employee and will be compensated \$17.13 per hour.

4. APPROVAL OF A LEAVE OF ABSENCE

Carol J. Allen-Gordon, English teacher, Lampeter-Strasburg High School, through on or about March 30, 2026.

5. APPROVAL OF SUBSTITUTES

2025-2026 Substitutes, as follows:

Certified Substitutes

Abate, Richard C. English 7-12; Special Education PK-12

Emergency Certified Substitutes

Pobursky, Tyler J. All Instructional Areas PK-12

Zahm, Matthew J. All Instructional Areas PK-12

Support Staff Substitute

Garrett, Mackenzie J.

Mejia Bonilla, Priscila Y.

Nebel, Oliver D.

6. APPROVAL OF VOLUNTEERS

2025-2026 Volunteers, as follows:

Coleman, Carson A.

Long, Jacob T.
Rall, Elizabeth K.
Shenk, Gregory R.
Whitman, Kristy L.

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

Dr. Westphal presented on 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 FIELD TRIP

Mr. Parido moved and Mr. Welk seconded the motion to approve an overnight field trip for a Lampeter-Strasburg High School student who qualified for the PMEA District 7 Chorus Festival to attend the Festival at Boiling Springs High School in Boiling Springs, PA, from January 9 to 10, 2026.

A voice vote was unanimous in favor of the motion.

APPROVAL OF UPDATED BOARD POLICIES (FIRST READING)

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

Reviewed by the Buildings and Grounds Committee

- a. Policy 705 Facilities and Workplace Safety
- b. Policy 709 Building Security

Reviewed by full Board at the November Workshop meeting

- a. Policy 909 Municipal Government Relations

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2026-2027 SCHOOL CALENDAR

Mrs. Knowles moved and Mrs. Steinbacher seconded the motion to approve the 2026-2027 school calendar, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

OPPORTUNITY FOR PUBLIC COMMENT

Mark Sellers, West Lampeter Township, regarding public comment.
Sarah Cook, West Lampeter Township, regarding recording of committee meetings.

MEETING ADJOURNED

The meeting was properly adjourned at 7:53 p.m.

Mary E. Williams
Secretary