HEMPFIELD SCHOOL DISTRICT
200 CHURCH STREET
LANDISVILLE, PENNSYLVANIA

MINUTES – JANUARY 10, 2012

The Regular Voting Meeting of the Hempfield School Board was held on Tuesday, January 10, 2012, in the Public Board Room of the Hempfield School District Administration Building, 200 Church Street, Landisville, Pennsylvania. The following members were present: Craig Feister, Daniel K. Forry, Diane L. Gerlach, Loren Good, Bill Jimenez, James Maurer Jr., William H. Otto, Bob Sauders, and R. Christopher Smiley. Also present: Brenda J. Becker, Superintendent; Christopher S. Adams, Assistant Superintendent; Mary Lynne Kniley, Board Secretary, Daniel L. Forry, Asst. Board Secretary; Ruthann V. Crawford, Director of Student Services; Jessica Long, Community Relations Director; Kathryn Miller, Recording Secretary; Jeff Swarr was in attendance for technology support. Jodi Harrington, Hempfield High School Grade 11 Principal, Kathy Swantner, Rohrerstown Elementary School Principal, Drue Feilmeier, Director of Curriculum, and Marlena Geiger, Director of Human Resources, were present. Five citizens were in the audience. There was a reporter present.

Mr. JImenez called the meeting to order at 7:32 p.m. and led the Pledge of Allegiance. He stated that the board met in executive session prior to the board meeting to discuss legal issues and student discipline issues.

Approval of Agenda

Mr. Sauders made a motion, seconded by Mrs. Gerlach to approve the agenda incorporating additions/deletions.

Vote: "Aye" 9; "Nay" 0. Motion passed.

Approval of the Minutes

Mr. Good made a motion, seconded by Mr. Feister to approve the minutes of the Reorganization Meeting and the Committee of the Whole meeting held on December 6, 2011 and the Regular Voting Meeting held on December 13, 2011.

Vote: "Aye" 9; "Nay" 0. Motion passed.

RESIDENTS' REQUEST TO ADDRESS THE BOARD (5-minute limit)

Resident's Request to Address the Board

Stephanie Rittenhouse, 1088 Woodlyn Farm Way, Lancaster, PA 17601
Ms. Rittenhouse spoke about the board president not making himself available to his constituents. She shared her opinion of the way the Open Campus Pilot Initiative is being handled. Mr. Daniel K. Forry addressed Ms. Rittenhouse telling her that he did not receive an email from her with questions about the Open Campus Pilot Initiative, because he does not have a computer.

SUPERINTENDENT'S REPORT - ANNOUNCEMENTS/DISCUSSION

Superintendent's Report

The student council representatives are not attending the school board meeting due to Dance Theatre auditions and work schedules.

Dr. Becker asked the board members and administrators to return their student artwork as soon as possible, so the art department can prepare for this year's Youth Art Month presentation, which will be held at the regular voting meeting in March.

Dr. Becker gave an update from the SPAC meeting that was held on Monday, January 9, 2012. She said she gave a presentation on the Open Campus Pilot Initiative and she received positive feedback from the SPAC members. Dr. Becker shared a Friends and Family blog of the Philadelphia School District regarding the Open Campus Initiative.

Dr. Becker mentioned that commencement will be held on June 6, 2012 at Franklin and Marshall College. She shared that the time will be changing from 6:00 p.m. to 7:00 p.m. Starting an hour later may alleviate some of the traffic congestion.

January is School Director Recognition Month. Dr. Becker read some "Did you Know" facts about school boards. She read the official School Director Resolution aloud to the board members. They received certificates and a small token of appreciation. On behalf of her team, the entire district staff, and the community, Dr. Becker thanked the school board members for all they do and the many hours they put into the position of school board member.

CALENDAR OF EVENTS

Calendar of Events

January 10, 2012	9:00 a.m., Construction Meeting, Construction Office
January 10, 2012	6:30 p.m., Executive Session 7:30 p.m., Regular Voting Meeting Administration Building, Public Board Room
January 18, 2012	4:30 p.m., Extracurricular Committee Meeting Adams Conference Room
January 21, 2012	12:00 p.m., Lancaster County Academy Commencement Conestoga Valley Middle School
January 23, 2012	12:00 p.m., National Honor Society Induction Administration Building, Public Board Room
January 24, 2012	9:00 a.m., Construction Meeting, Construction Office
January 24, 2012	4:30 p.m., Buildings and Grounds Committee Meeting Board Conference Room
January 26, 2012	6:30 p.m., HPEC Presentation Landisville Middle School - Large Group Room

January 30, 2012 Orientation for New School Directors
The Conference & Training Center at IU 13
1020 New Holland Avenue, Lancaster, PA
5:15 - 5:30 p.m., Registration
5:30 - 6:00 p.m., Dinner
6:00 - 8:15 p.m., Program

PRESIDENT'S REPORT **President's Report**

No report

REPRESENTATIVE / ADJUNCT REPORTS **Representative/ Adjunct Reports**

Lancaster County Career & Technology Center - Mr. Sauders reported that they have not met in January. The budget will be voted on later in the meeting and paper ballots must be submitted to the board secretary.

Lancaster-Lebanon IU 13 - Mr. Feister reported that he will be attending his first meeting tomorrow evening, January 11, 2012. He will have a report in February.

Lancaster County Academy - Mrs. Gerlach reminded the board about the Lancaster County Academy commencement ceremony on January 21, 2012 at Conestoga Valley Middle School at 12:00 p.m. There are no graduates from Hempfield this time.

Hempfield Area Recreation Commission - Mr. Feister/Mr. Jimenez - no report

PSBA Liaison - Mr. Smiley contacted PSBA and he should be receiving information from them shortly.

STANDING COMMITTEE REPORTS **Standing Committee Reports**

Curriculum Liaison - **Mr. Maurer**/Mr. Smiley/Mrs. Gerlach - no report

Buildings and Grounds - **Mr. Sauders**/Mr. Forry/Mr. Otto/Mr. Maurer - Mr. Sauders reported that there was a construction meeting held earlier in the day and the contractor and subcontractors are on schedule.

Finance - **Mr. Maurer**/Mr. Sauders/Mr. Good/Mr. Otto - Mr. Maurer reported that the preliminary budget is on the agenda for a vote later in the evening. This is the first stage of a long process of approving the 2012-2013 Budget. This is the first legal requirement in the process. Mr. Jimenez and Mr. Maurer thanked Mrs. Kniley for all her work on the budget preparation.

Safety, Health & Wellness - **Mrs. Gerlach**/Mr. Feister - no report

Extracurricular - **Mr. Forry**/Mr. Feister/Mr. Good - Mr. Forry said they will be meeting on January 18, 2012.

ACTION ITEMS

PERSONNEL ITEMS

Mr. Sauders made a motion, seconded by Mrs. Gerlach to approve the following personnel items:

Resignations

Resignations

- Robin D. Dum, Part-time Personal Care Assistant, Mountville Elementary School, effective December 6, 2011

- Tracy A. Longmire, Noontime Aide, Landisville Primary Center, effective December 23, 2011

Leaves of Absence

Leaves of Absence

- Abbie N. Burton, Grade 2, Landisville Primary Center, leave of absence for the second semester of the 2011-2012 school year

- Stephanie E. Crush, Kindergarten, Landisville Primary Center, amend a Family Medical Leave Act (FMLA) leave of absence from February 15, 2012 through May 9, 2012 to February 8, 2012 through May 2, 2012

- Paulette H. Kraybill, Grade 4, East Petersburg Elementary School, FMLA leave of absence from January 18, 2012 through January 30, 2012

- Katie L. Strohecker, English as a Second Language, Rohrerstown Elementary School, FMLA leave of absence from March 26, 2012 through the end of the 2011-2012 school year

- Janet R. Majer, Speech and Language, Landisville Intermediate Center/ Landisville Primary Center, amend a FMLA leave of absence from December 19, 2011 through December 23, 2011 to January 17, 2012 through January 20, 2012

- Kelly M. Morenko, Secondary Counselor, Hempfield High School, FMLA leave of absence from May 1, 2012 through the end of the 2011-2012 school year

- Kathleen Drury, Special Education, Rohrerstown Elementary School, sabbatical for restoration of health for the second semester of the 2011-2012 school year

- Jacquelyn R. Strybos, Administrative Assistant, Hempfield School District, FMLA leave of absence from December 16, 2011 through January 16, 2012

- Renee L. Dissinger, Grade 12 Secretary, Hempfield High School, FMLA leave of absence from January 11, 2012 through February 8, 2012

- Susan M. Batastini, Instructional Aide, Centerville Elementary School, FMLA leave of absence from January 20, 2012 through February 3, 2012

- Linda F. Shelly, Instructional Aide, Centerville Elementary School, FMLA leave of absence from November 10, 2011 through January 6, 2012

- Gregory Bernhardt, Fitness Center Instructional Aide, Hempfield High School, leave of absence to from January 23, 2012 through May 4, 2012

- Christopher Todd Hermann, Custodian, Rohrerstown Education Center, amend a medical leave of absence from November 11, 2011 through December 22, 2011 to November 11, 2011 through January 20, 2012

- Paul E. Sprout Jr., Custodian, Landisville Primary Center, FMLA leave of absence from January 31, 2012 through March 30, 2012

Vote: "Aye" 9; "Nay" 0. Motion passed.

Mr. Good made a motion, seconded by Mr. Feister to approve the following appointments/employments:

A discussion was held regarding the extracurricular positions. Mr. Otto asked if all the coaches and assistant coaches are absolutely necessary due to the financial circumstances. Dr. Becker commented that the direction from the board has been to have the coaching appointments prepared for the next season as soon as the evaluations are completed. She said that at this point they do not know what is being cut or downsized, but per the Collective Bargaining Agreement, positions may be eliminated at any time. Mr. Daniel K. Forry commented that some of the coaching positions are volunteer and not paid. Mr. Good said that the implementation of the participation fee should help, but they won't know how much until the end of the fiscal year.

Long-term Substitute Teachers

- Patricia M. Pearson as a Long-term Substitute, for the second semester of the 2011-2012 school year, pending receipt of all clearances, certification, and a satisfactory physical exam. Ms. Pearson will be placed on Step 1, Master's Degree plus 15 credits, in accordance with the Collective Bargaining Agreement. Ms. Pearson is a graduate of Shippensburg University, holds a Master's Degree from Millersville University, and is certified in Elementary Education K-6. (REPLACEMENT)
  Assignment: Grade 6, Farmdale Elementary School

- Jamie L. Kuhner as a Long-term Substitute, for the second semester of the 2011-2012 school year, pending receipt of all clearances, certification, and a satisfactory physical exam. Ms. Kuhner will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement.
  Ms. Kuhner is a graduate of Messiah College and is certified in Family and Consumer Sciences K-12 (REPLACEMENT)
  Assignment: Family and Consumer Sciences, Hempfield High School

- Clarissa Baxter as a Long-term Substitute, for the second semester of the 2011-2012 school year. Ms. Baxter will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement.
  Ms. Baxter is a graduate of Millersville University and is certified in English K-12 and Communications 7-12 (REPLACEMENT)
  Assignment: English, Hempfield High School

- Pennsylvania Certified Substitutes for the 2011-2012 school year, pending receipt of all clearances and certification, compensated at the current substitute rate:

PA Certified Substitutes

  1.) Denise L. Bender
  2.) Hillary J. Buckwalter
  3.) Kelly R. Dissinger
  4.) Jean M. Farrell
  5.) Jamie L. Golden
  6.) Robert A. Stewart
  7.) Elizabeth A. Stoltzfus
  8.) Jill S. Zimmerman

- IU 13/Emergency Substitutes for the 2011-2012 school year, compensated at the current substitute rate:

IU 13 Emergency Substitutes

  1.) Celia J. Cardoza-Hill
  2.) Courtney N. Hemperly
  3.) Kevin M. Krause
  4.) Carol A. Sagun
  5.) Kenneth Brenneman

- Susan MacFerran as a Part-time General Food Services Employee, Rohrerstown Elementary School, effective January 2, 2012, compensated in accordance with the PSBA Salary Rate Ranges for 2011-2012 (REPLACEMENT)

Food Services Employees

- David W. Woerner as a Substitute Custodian for the 2011-2012 school year, effective January 11, 2012, pending receipt of all clearances, compensated at the current substitute rate

Substitute Custodian

- Barbara A. Ruth as a Food Services Substitute for the 2011-2012 school year, effective January 11, 2012, pending receipt of all clearances, compensated at the current substitute rate

Substitute Food Services Employees

- Extracurricular positions for the 2011-2012 school year, compensated in accordance with the Collective Bargaining Agreement:

Extracurricular Positions

  ** Stephanie Henrich - Dance Theatre Advisor

- Extracurricular positions for the 2012 Fall Sports Season, compensated in accordance with the Collective Bargaining Agreement:

  1.) ** Ronald Zeiber - Football Head Coach
  2.) ** Edwin Heisey - Football Assistant Coach
  3.) ** Garry Fuhrman - Football Assistant Coach
  4.) ** Robert Shipp - Football Assistant Coach
  5.) ** Mark Harman - Football Assistant Coach
  6.) ** Matthew Wagaman - Football Assistant Coach
  7.) Aron Basile - Football Assistant Coach
  8.) Tod Funke - Football Assistant Coach
  9.) Jim Walk - Football Assistant Coach
  10.) ** Mark Ashley - Boys' Soccer Head Coach
  11.) George Nimo - Boys' Soccer Assistant Coach
  12.) Chris Wilson - Boys' Soccer Assistant Coach
  13.) Whitney Evans - Girls' Tennis Head Coach
  14.) Patrick Shawaryn - Girls' Volleyball Head Coach
  15.) Matthew Shawaryn - Girls' Volleyball Assistant Coach
  16.) ** Jon Chronister - Golf Head Coach
  17.) Julianne Bojanic - Field Hockey Head Coach
  18.) Gabrielle Nolt - Field Hockey Assistant Coach
  19.) Melissa Schimp - Field Hockey Assistant Coach
  20.) Katie Pine - Field Hockey Assistant Coach
  21.) Lydia Dolly - Field Hockey Assistant Coach
  22.) ** Terry Newman - Cross Country Head Coach
  23.) Jeffrey Bradley - Cross Country Assistant Coach
  24.) ** Stephen Haldeman - Cross Country Assistant Coach
  25.) ** Lenny Groft - Cross Country Assistant Coach
  26.) Jean Lau - Cheerleading Head Coach
  27.) Debra Bixler - Cheerleading Assistant Coach
  28.) Sharon Burkhart - Cheerleading Assistant Coach

  ** denotes Hempfield employee

- Kathleen M. Buckwalter as a mentor for the 2011-2012 school year, compensated as per the Collective Bargaining Agreement

Mentors

Vote: "Aye" 8; "Nay" 1 (Otto). Motion passed.

FINANCIAL ITEMS

Mr. Maurer made a motion, seconded by Mr. Feister to approve the following financial items:

Financial Report/ Check Register

- Financial Report and Check Register for the month of December 2011 (reference attachments)

Capital Reserve Fund

- Payment of invoices from the Capital Reserve Fund - $74,481.32 (reference attachment)

- Payment of invoices from the Capital Projects Fund - $1,389,424.45 (reference attachment)

Capital Projects Fund

- Tax refunds per the attached list (reference attachment)

Tax Refunds

- Resolution approving the Preliminary Budget for the 2012-2013 fiscal year on form PDE 2028 and Authorizing Referendum Exception and Notice of Final Budget as attached and further described in the accompanying materials (reference attachment)

Resolution approving Preliminary Budget for 2012-13

Vote: "Aye" 9; "Nay" 0. Motion passed.

BUILDINGS AND GROUNDS ITEMS

Mrs. Gerlach made a motion, seconded by Mr. Maurer to approve the following buildings and grounds items:

- Access Covenant with the Pennsylvania Department of Transportation for the new Highway Occupation Permit for New Farmdale Elementary School in West Hempfield Township (reference attached)

Access Covenant New FES

- Access Covenant with the Pennsylvania Department of Transportation for the new Highway Occupation Permit for New East Petersburg Elementary School in East Petersburg Borough (reference attachment)

Access Covenant New EPES

- PlanCon Part F: Construction Documents for the proposed New Farmdale Elementary School project (reference attachment)

PlanCon Part F: New FES

- PlanCon Part F: Construction Documents for the proposed New East Petersburg Elementary School project (reference attachment)

PlanCon Part F: New EPES

Vote: "Aye" 9; "Nay" 0. Motion passed.

OTHER ACTION ITEMS

Mr. Good made a motion, seconded by Mr. Sauders to approve the following other action items:

- Second reading of the following board policies (reference attachments):

Second Reading Board Policies

1.) Policy # 252 Dating Violence
2.) Policy # 209.1 Head Lice

- Resolution in support of Open Campus Pilot Initiative collaboration among Hempfield, Penn Manor, and Manheim Township School Districts (reference attachment)

Resolution in Support of Open Campus Pilot Initiative

Vote: "Aye" 9; "Nay" 0. Motion passed.

Ballots were distributed to all board members.

Mr. Sauders made a motion, seconded by Mrs. Gerlach to approve the Lancaster County Career & Technology Center's Proposed General Fund Budget for 2012-2013, including without limitation the capital expenses (paid by school districts based on market value allocation) and the operating expenses (paid by school districts based on average daily membership allocation) as such expenses are included and set forth in the proposed budget (reference attachment)

LCCTC 2012-13 Budget

Mr. Sauders commented that the LCCTC made some considerable changes and he feels that the budget is as good as it can be. All school districts' school boards will be voting on this in the month of January and the majority rules.

Vote: "Aye" 9; "Nay" 0. Motion passed.

Mr. Good made a motion, seconded by Mr. Feister to approve the following other action items:

Mr. Good commended Dr. Becker for changing the time of commencement to 7:00 p.m. Dr. Becker gave the credit to the high school administrators. Mrs. Gerlach congratulated the high school administration for the way they move through the commencement ceremony and how the event is so well organized. Mr. Maurer noted that there was considerable savings to the district by holding the ceremony at Franklin and Marshall College.

- Agreement with Wilco Electric, Market Street Sports Group, and Hempfield School District for continued sponsorship of the Wilco Electric press boxes in Georgelis Law Firm Stadium (reference attachment)

MSSG Agreement with Wilco Electric

- Update to Summary Plan Description (reference attachment)

Upgrade to Summary Plan Description

- Commencement to be held on June 6, 2012 at 7:00 p.m. at Franklin and Marshall College

2012 Commence-ment

Vote: "Aye" 9; "Nay" 0. Motion passed.

Mrs. Gerlach made a motion, seconded by Mr. Otto to approve a student survey for high school choir members.

Student Survey

Mr. Sauders had some concerns about the survey and the type of questions it contained. He felt that the survey was taking students down a negative path. Mr. Jimenez appreciated the comments and said that this is a doctoral student's survey and not associated with the district. He felt that as a body of educators, he felt they should support the process of a doctoral student in education.

Vote: "Aye" 5; "Nay" 4 (Gerlach, Good, Maurer, Sauders). Motion passed.

Mr. Good made a motion, seconded by Mr. Sauders to approve the following other action items:

Tenure

- Tenure to Janelle L. Witmer, Special Education, Farmdale Elementary School, who has completed at least three years of satisfactory teaching service at the end of the first semester of the 2011-2012 school year

Tuition Students

- Anna Gresh to attend Hempfield School District as a grade 3 tuition student in the regular education program, effective date to be determined following school board decision

- Joshua M. Keener to attend Hempfield High School as a grade 11 tuition student in the regular education program, effective on the first day of the second semester of the 2011-2012 school year

Vote: "Aye" 9; "Nay" 0. Motion passed.

Adjourn

There being no further business, Mr. Forry moved to adjourn the meeting and Mrs. Gerlach seconded the motion. Motion passed unanimously. Mr. Jimenez adjourned the meeting at 8:11 p.m.

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Mary Lynne Kniley
Board Secretary