

This meeting is being audio recorded solely for the purpose of compiling meeting minutes. The audio recording will be destroyed after review of the meeting minutes.

Per Board Policy #903, if you intend to record any portion of the School Board meeting proceedings, you must notify the Communications Director prior to the start of the meeting. The Board President will then make a public announcement at the opening of the Board meeting to inform all attendees that all or part of the meeting is being recorded by an audience member.

**HEMPFIELD SCHOOL DISTRICT  
200 CHURCH STREET  
LANDISVILLE, PENNSYLVANIA 17538**

**AGENDA  
REGULAR MEETING  
JANUARY 14, 2020  
ADMINISTRATION BUILDING, PUBLIC BOARD ROOM  
7:00 PM**

*The mission of the Hempfield School District community is to provide safe environments, experiences, and opportunities that inspire all students to become lifelong learners and contributing citizens in all aspects of their lives.*

**Executive Session – 5:00 pm**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda incorporating Additions/Deletions**
- IV. Approval of the Minutes of the Reorganization Meeting & Committee Meeting on December 3, 2019 and the Regular Meeting held on December 10, 2019**
- V. Residents' Request to Address the Board (5-minute limit)**

We provide a time of public comment for residents and taxpayers to bring their thoughts to the Board, but it is not a time for exchange between the Board, administration, and speaker. Residents and taxpayers who are interested in making public comment must sign in with the Communications Director prior to the start of the meeting.

**VI. Superintendent's Report – Announcements/Discussion**

- A. *School Director Recognition Month*  
*"PA Public Schools: Success Starts Here"*
- B. New Course Recommendations

C. Hempfield High School Student Council Representatives

Brandon Koehnke..... President  
Nathan Knauss..... Vice President  
Regan Gillisse..... Secretary  
Lilly Heilshorn..... Treasurer

D. Calendar of Events

January 14, 2020	5:00 pm, Executive Session, 7:00 pm, Regular Meeting <i>School Director Recognition Month</i> <i>"PA Public Schools: Success Starts Here"</i> Administration Building, Public Board Room
January 21, 2020	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Board Conference Room
January 29, 2020	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
February 4, 2020	TBD, Executive Session, 7:00 pm, Committee Meeting Administration Building, Public Board Room
February 6, 2020	4:30 pm, Education and Programs Committee Meeting Administration Building, Board Conference Room
February 11, 2020	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
February 13, 2020	11:00 am, Policy, Personnel & Legal Committee Meeting Landisville Education Center, Technology Training Room

E. Other

**VII. President's Report**

**VIII. Representative / Adjunct Reports**

A. Lancaster County Career & Technology Center - Mr. Keener/Mr. Bard

B. IU 13 - Mr. Merris

C. Hempfield Area Recreation Commission - Mr. Aloisi/Dr. Harrington

D. Safety & Security - Mr. Wagner/Mrs. Johnston

E. PSBA Liaison - Mr. Wagner/Mr. Merris

## **IX. Standing Committee Reports**

A. Buildings and Grounds - Mr. Merris/Mr. Donato/Mr. Wagner/Mr. Bard (reference attachment)

B. Education and Programs - Mrs. Johnston/Mr. Maurer/Mr. Merris/Mr. Bard

C. Finance - Mr. Maurer/Mr. Aloisi/Mr. Keener/Mrs. Johnston (reference attachment)

D. Policy, Personnel and Legal - Mr. Smiley/Mr. Keener/Mr. Donato/Mrs. Johnston (reference attachment)

## **X. Action Items**

A. Personnel Items

1. Retirements

- a. Approval to amend the retirement date of Daniel L. Forry, Chief Operating Officer, Hempfield School District, from on or before June 30, 2020 to January 17, 2020
- b. Approval to accept the resignation and retirement notice of Randy E. Smith as Director of Human Resources, effective on or before June 30, 2020
- c. Approval to accept the resignation, due to retirement, of Susan E. Eichelberger, Food Services Cafeteria Manager, Hempfield High School, effective June 15, 2020
- d. Approval to amend the retirement date of Daryl S. Nunemacher, Full-Time Custodian, Landisville Middle School, from June 8, 2020 to March 5, 2020
- e. Approval to accept the resignation, due to retirement, of Laurie J. Stoner, Learning Support Teacher, Farmdale Elementary School, effective at the conclusion of the 2019-2020 school year
- f. Approval to accept the resignation, due to retirement, of Jeffrey C. Swarr, Operations Technology Coordinator, Hempfield School District, effective June 30, 2020
- g. Approval to accept the resignation, due to retirement, of Sally Ann Woodman, Elementary Strings Teacher, Centerville Elementary School/Farmdale Elementary School/Mountville Elementary School/Rohrerstown Elementary School, effective at the conclusion of the 2019-2020 school year

## 2. Resignations

- a. Approval to accept the resignation of Kaitlin N. Diminick, Learning Support Teacher, Centerville Middle School, effective January 17, 2020
- b. Approval to accept the resignation of Philip A. Weaver, Full-Time Personal Care Assistant, Hempfield High School, effective December 31, 2019
- c. Approval to accept the resignation of Theresa M. Yurista, Full-Time Secretary, Mountville Elementary School, effective January 15, 2020
- d. Approval to accept the resignation of Robert E. Arment from the extracurricular position of Assistant Varsity Softball Coach, effective December 3, 2019
- e. Approval to accept the resignation of Jeffrey R. Bradley from the extracurricular position of Cross Country Varsity Assistant Coach, effective November 6, 2019
- f. Approval to accept the resignation of Walter P. Bulat from the extracurricular position of Girls Soccer Varsity Assistant Coach, effective December 21, 2019
- \* g. Approval to accept the resignation of Jason C. Hagel, Color Guard Director (Marching Band and Indoor), effective January 8, 2020
- h. Approval to accept the resignation of Richard P. Klimowicz from the extracurricular position of Marching Band Percussion Director and Indoor Percussion Assistant Director, effective December 21, 2019
- i. Approval to accept the resignation of Ashley Lehman from the extracurricular position of Softball Varsity Assistant Coach, effective December 17, 2019
- j. Approval to accept the resignation of Rachel Post from the extracurricular position of Girls Lacrosse Varsity Assistant Coach, effective December 16, 2019
- k. Approval to accept the resignation of Alex D. Santa from the extracurricular position of Marching Band Percussion Assistant Director and Indoor Percussion Director, effective December 21, 2019
- l. Approval to accept the resignation of Laura Valentini from the extracurricular position of Girls Soccer Varsity Assistant Coach, effective December 20, 2019

## 3. Leaves of Absence

- \* a. Approval to grant a leave of absence to Elyse Doub, Grade 5 Teacher, Centerville Elementary School, from March 5, 2020 to June 5, 2020
- \* b. Approval to grant a special sick leave of absence to Jennifer L. Hoffmeier, Personal Care Assistant, Hempfield High School, effective December 11, 2019
- \* c. Approval to grant a special sick leave of absence to Leah C. Meo, Learning Support Teacher, Centerville Elementary School, effective December 13, 2019

- \* d. Approval to grant a special sick leave of absence to Abbey G. Miller, Personal Care Assistant, Mountville Elementary School, effective December 11, 2019

#### 4. Certified Staff Employments

- \* a. Approval to employ Beth A. Wagner as a Certified Employee with a temporary contract, effective January 21, 2020, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Wagner will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Wagner is a graduate of Geneva College, holds a Master's Degree from Clarion University and is certified in Library Science PK-12, Elementary K-6 and Mid-Level Mathematics 6-9 (REPLACEMENT)  
Assignment: Part-Time (.7) Librarian, Centerville Elementary School
- b. Approval to employ the following individuals to serve as After-School Tutors for the 2019-2020 school year, effective January 15, 2020, compensated in accordance with the Collective Bargaining Agreement:
  - 1.)\*\* Kathleen M. Buckwalter .....Hempfield High School
  - 2.)\*\* Neal A. Kuhn .....Hempfield High School
  - 3.)\*\* Vicki R. Pesci-Hall.....Hempfield High School
  - 4.)\*\* Betsy A. Ryder .....Hempfield High School
  - 5.)\*\* Kim G. VanEtten .....Hempfield High School

#### 5. Certified Employee Transfers

- a. Approval to transfer Rachel N. Bollinger from Itinerant Learning Support Teacher, Centerville Elementary School/Farmdale Elementary School to Learning Support Teacher, Farmdale Elementary school, effective date to be determined (REPLACEMENT)
- \* b. Approval to transfer Jesse F. Everhart from School Psychologist, Landisville Education Center to School Psychologist, East Petersburg Elementary School, effective January 15, 2020 (REPLACEMENT)
- \* c. Approval to transfer Heather Lesoine from Part-Time (.7) Librarian, Centerville Elementary School/Landisville Intermediate Center to Full-Time Librarian, Landisville Intermediate Center/Landisville Primary Center, effective January 21, 2020 (NEW)
- d. Approval to transfer Janelle L. Witter from Learning Support Teacher, Farmdale Elementary School to Exceptional Student Specialist, Hempfield School District (office located at Landisville Middle School), effective date to be determined. Ms. Witter has a permanent contract and will be placed on Step 10, Master's Degree, (189 days plus up to 10 additional per diem days). Ms. Witter is a graduate of Eastern University, holds a Master's Degree from Wilkes University, and is certified in Special Education PK-12 and Elementary K-6 (REPLACEMENT)

6. Certified Employee Substitutes

a. Approval to employ the following PA Certified Substitute Teachers, effective January 2, 2020, provisionally according to federal and state law regulations, compensated at the current substitute rate

- \* 1.) Lindsay J. King .....effective January 15, 2020 (pending receipt of transcripts)
- \* 2.) Kirby Umholtz ..... effective January 15, 2020
- 3.) Kelsey M. Weinoldt ..... effective January 2, 2020

b. Approval to employ Susan Demko as a IU13 Emergency Substitute Teacher, effective January 6, 2020, provisionally according to federal and state law regulations, compensated at the current substitute rate

c. Approval to employ Elizabeth Durbin as a Hempfield Emergency Substitute Teacher, effective January 15, 2020, provisionally according to federal and state law regulations, compensated at the current substitute rate

7. Support Staff Employments

a. Approval to employ Ashley N. Gonzalez as a Full-Time Personal Care Assistant, Centerville Elementary School, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)

b. Approval to employ Ben McIntyre as a Custodial Building Supervisor, Landisville Middle School, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)

\* c. Approval to employ Lee I. Raymond as a Part-Time Food Services Employee, Centerville Elementary School, effective January 21, 2020, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)

d. Approval to employ Kayla J. Shaub as a Full-Time Paraeducator, Landisville Middle School, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)

8. Support Staff Employee Transfers

a. Approval to transfer Rachel Rios Marquez from Full-Time Personal Care Assistant, Hempfield High School to Full-Time Personal Care Assistant, Landisville Primary Center, effective January 2, 2020 (REPLACEMENT)

\* b. Approval to transfer Lori A. Kalbach from Part-Time Receptionist, Hempfield High School to Part-Time Library Secretary, Hempfield High School, effective January 27, 2020 (REPLACEMENT)

- \* c. Approval to transfer Elizabeth Mancini from Full-Time Personal Care Assistant, Landisville Intermediate Center to Full-Time Personal Care Assistant, Centerville Elementary School, effective January 2, 2020 (REPLACEMENT)
- d. Approval to transfer Linda N. Shannon from Part-Time Library Secretary, Hempfield High School to Full-Time Elementary Secretary, Mountville Elementary School, effective January 15, 2020 (REPLACEMENT)

9. Support Staff Employee Substitutes

- a. Approval to employ the following individuals as Substitute Clerical Aides, compensated at the current substitute rate:
  - \* 1.) Yvonne A. Johnson .....effective January 15, 2020  
(pending receipt of all new hire materials)
  - \* 2.)\*\*Betty Lou Seitz .....effective December 11, 2019  
(correction to amend December 10, 2019 agenda)
  - \* 3.) Theresa Yurista .....effective January 16, 2020
- b. Approval to employ Sandra L. Eickholz as a Substitute Personal Care Assistant, effective January 15, 2020, compensated at the current substitute rate

10. Other

- a. Approval of a title change for Michael L. Graham from Director of Technology to Chief Information Officer, effective January 15, 2020. Mr. Graham will continue to be compensated in accordance with the Act 93 Agreement.
- b. Approval of a title change for Jeremy L. Paul from Assistant Director of Technology to Director of Instructional Technology, effective January 15, 2020. Mr. Paul will continue to be compensated in accordance with the Act 93 Agreement, with a one-time \$2,000 salary adjustment.

B. Financial Items

- 1. Resolution approving the 2020-2021 Preliminary Budget and Authorizing Referendum Exception and Notice of Final Budget (reference attachments)
- \* 2. Approval of Financial Report and Check Register for the month of December 2019 (reference attachment)
- 3. Approval of the Food Services Financial Report and Check Register for the month of December 2019 (reference attachments)
- \* 4. Approval to pay invoices from the Capital Reserve Fund - \$84,540.00 (reference attachment)
- \* 5. Approval of budget transfers (reference attachment)

6. Approval of the following contracts (reference attachments):

- \* a. Express Scripts, Inc. to amend the Pharmacy Benefit Management Agreement
- b. Lancaster-Lebanon IU13 for CAFCO Participation Agreement that allows Hempfield School District Food Services to participate in the CAFCO bids for the 2020-2021 school year
- \* c. Lancaster-Lebanon IU13 for PAPCO Participation Agreement for Hempfield School District to participate in the IU13 collaborative procurement of bulk fuels for the 2020-2021 school year
- \* d. Lancaster-Lebanon IU13 agreement to allow student-worker trainees to receive work experiences for job activities selected and vocational and social skills related to the workplace - contract term is 01/15/2020-06/06/2020
- e. New Story for tuition agreement for a student that transferred to New Story during the 2019-2020 school year
- f. Optiv Security, Inc. for Cylance Project: one-year subscription renewal for anti-malware resold by Optiv Security - contract term 01/11/2020 to 01/10/2021
- g. VComm Telecommunications Engineering for RF Testing at Landisville Middle School and Rohrerstown Elementary School
- h. Bachman's Roofing, Building & Remodeling, Inc. to have repairs done to the boiler house and the three-bay garage roof replacement - contract term is 12/19/2019 to 06/30/2020
- i. Brubaker, Inc. to replace the furnace at the Transition Beyond the Classroom (TBC) House
- j. Conestoga Business Solutions for rental of copier for two months
- \* k. Hummer Turfgrass Systems, Inc. (ELA Group) change order to replace the grass with additional sod and haul gravel that was removed during excavation to an offsite location
- l. Koser Excavating, Inc. for revised agreement to include snow removal at Mountville Elementary School and Rohrerstown Elementary School - contract term is 2019-2020 school year through 2021-2022 school year
- m. Moore Engineering Co. to evaluate the UPS system and the generator system at the Hempfield School District Administration Building

7. Approval of Resolution for Lancaster County Career and Technology (LCCTC) 2020-2021 Proposed Budget (reference attachments):

RESOLVED, that the Hempfield School District Board of School Directors hereby approves the Lancaster County Career & Technology Center's Proposed General Fund Budget 2020-2021, 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



### C. Other Action Items

1. Approval of second reading of the following board policies (reference attachments):
  - a. Policy 103.....Nondiscrimination in School and Classroom Practices
  - b. Policy 104.....Nondiscrimination in Employment and Contract Practices
  - c. Policy 201.....Admission of Students
  - d. Policy 204.....Attendance
  - e. Policy 208.....Withdrawal from School
  - f. Policy 808.1 ....Lunch Accounts
2. Approval of first reading of the following board policies (reference attachments):
  - a. Policy 235.....Student Rights and Responsibilities
  - b. Policy 709.....Building Security
  - c. Policy 916.....Volunteers
3. Approval of the following appointments to the Lancaster Employee Health Care Consortium (EHCC) for the remainder of the 2019-2020 school year:
  - a. Mrs. Sheryl J. Pursel
  - b. Mr. Randy E. Smith, Alternate
4. Approval to appoint Sheryl J. Pursel as the Hempfield School District HIPAA Compliance Officer for the remainder of the 2019-2020 school year
5. Approval of Bi-Annual Memorandum of Understanding with Northern Lancaster County Regional Police Department (reference attachment)
6. Approval of donation of a book to the Hempfield High School Library from Mr. Jim Maurer (approximate value - \$60)
7. Approval of donation of outdoor classroom/pavilion to Mountville Elementary School from Mountville PTO
8. Approval of the expulsion of student #2021108 from Hempfield School District for the remainder of the 2019-2020 school year and the first semester of the 2020-2021 school year, effective December 20, 2019. During the term of expulsion, the student agrees to complete coursework through the Landisville Education Center and abide by the program's rules, as described in the written agreement with the student and student's parents to accept such punishment and waive the right to a school board hearing.

### **XI. Adjournment**

### **XII. Executive Session (if needed)**

### **\* New Item or Change**