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

**AGENDA
REGULAR MEETING
JANUARY 15, 2019
ADMINISTRATION BUILDING, PUBLIC BOARD ROOM, 7:00 PM**

The mission of the Hempfield School District community is to provide safe environments and responsive programs that inspire all students to become lifelong learners and contributing citizens in a global society.

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 and Committee Meetings on December 4, 2018 and the Regular Meeting held on December 11, 2018**

- 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 Presentations

- B. Hempfield High School Student Council Report

President..... Andrew Jordan
Vice President..... Katie White
Secretary Tusha Pham
Treasurer Brandon Koehnke

* C. 2019-2020 Preliminary Budget Presentation (reference attachment)

* D. Superintendent's Goals Update (reference attachment)

E. Calendar of Events

January 15, 2019 5:00 pm, Executive Session, 7:00 pm, Regular Meeting
School Director Recognition Month
Administration Building, Public Board Room

January 23, 2019 4:30 pm, Finance Committee Meeting
Administration Building, Board Conference Room

January 29, 2019 4:30 pm, Buildings and Grounds Committee Meeting
Administration Building, Board Conference Room

January 31, 2019 4:30 pm, Extracurricular Committee Meeting
Administration Building, Board Conference Room

February 5, 2019 TBD, Executive Session
7:00 pm, Committee Meeting
Administration Building, Public Board Room

February 12, 2019 TBD, Executive Session, 7:00 pm, Regular Meeting
Administration Building, Public Board Room

F. Other

VII. President's Report

VIII. Representative / Adjunct Reports

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

B. IU 13 - Mr. Merris

C. Hempfield Area Recreation Commission - Mr. Aloisi/Mr. Daecher

D. Curriculum Liaison - Mr. Maurer/Ms. Johnston

E. Safety and Security - Mr. Otto

F. PSBA Liaison - Mr. Donato/Mr. Merris

IX. Standing Committee Reports

- A. Buildings and Grounds - Mr. Otto/Mr. Donato/Mr. Forry/Mr. Merris (reference attachment)
- B. Finance - Mr. Maurer/Mr. Aloisi/Ms. Johnston/Mr. Keener
- C. Extracurricular - Mr. Forry/Mr. Merris/Mr. Smiley
- D. Board Policy - Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener
- E. Technology - Mr. Maurer/Mr. Donato

X. Action Items

A. Personnel Items

1. Retirements

- a. Approval to accept the resignation, due to retirement, of Joseph V. Brogan, Social Studies Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
- * b. Approval to accept the resignation, due to retirement, of Pamela A. Felegi, Gifted Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
- c. Approval to accept the resignation, due to retirement, of Tracy L. Good, Full-time Custodian, Farmdale Elementary School, effective March 31, 2019
- * d. Approval to accept the resignation, due to retirement, of Debra K. Kneisley, Kindergarten Teacher, Rohrerstown Elementary School, effective January 4, 2019
- * e. Approval to accept the resignation, due to retirement, of Ray E. Leiphart, Jr., Health and Physical Education Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
- f. Approval to accept the resignation, due to retirement, of Sarah A. (Sally) Metz, School Counselor, Hempfield High School, effective at the conclusion of the 2018-2019 school year
- g. Approval to accept the resignation, due to retirement, of Alan W. Mudrick, from the following positions, effective at the conclusion of the 2018-2019 school year:
 - Supervisor of Music Education, Hempfield School District
 - Musical Production Director, Hempfield High School
 - Pit Orchestra Director, Hempfield High School

- Chamber Choir Director, Hempfield High School
- Choral Music Director, Hempfield High School

- * h. Approval to accept the resignation, due to retirement, of Mary Pat Shervin, Full-time Food Services Manager, Landisville Middle School, effective June 6, 2019

2. Resignations

- a. Approval to accept the resignation of Katrina M. Crockett, Part-time Food Services Employee - Lead, Farmdale Elementary School, effective March 1, 2019
- * b. Approval to accept the resignation of Kristin Douglas from the position of Extended-Hours Thursday Librarian, Hempfield High School, effective date to be determined
- c. Approval to accept the resignation of Anne H. Marcarelli, from the extracurricular position of Middle Pages Advisor, Centerville Middle School, effective at the conclusion of the 2018-2019 school year
- d. Approval to accept the resignation of Beulah S. (Peggy) Payne, Part-time Receptionist, Hempfield High School - Buchanan House, effective January 4, 2019
- e. Approval to accept the resignation of Heather M. Rojahn, Learning Support Teacher, East Petersburg Elementary School, effective January 11, 2019
- f. Approval to accept the resignation of Danielle Spicher, Part-time Personal Care Assistant, Mountville Elementary School, effective December 20, 2018

3. Leave of Absence

Approval to grant a Special Sick Leave of Absence to Dorothy M. Carpenter, Grade 6 Teacher, Mountville Elementary School, effective January 4, 2019

4. Employments/Appointments

- * a. Approval to employ Jaclyn A. Thompson as a Professional Employee with a temporary contract, effective January 22, 2019, provisionally according to federal and state law regulations and receipt of satisfactory certification. Ms. Thompson will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Thompson is a graduate of Millersville University and her certification is pending. (REPLACEMENT)
Assignment: French Teacher, Hempfield High School
- b. Approval to appoint the following individuals to act as mentors for a portion of the 2018-2019 school year, compensated in accordance with the Collective Bargaining Agreement:
 - 1.) Kathryn E. Miller**
 - 2.) Jennifer N. Spangenburg**

- * c. Approval to employ Elena M. Acker as a Part-time English as a Second Language Aide, Landisville Primary Center, effective date to be determined, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- d. Approval to employ Nicole Baughman as a Full-time Custodian, Hempfield High 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 2018-2019 (REPLACEMENT)
- * e. Approval to employ Shannon R. Elliott as a Part-time Personal Care Assistant, Mountville 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 2018-2019 (REPLACEMENT)
- * f. Approval to employ Penny M. Frankhouser as a Part-time Food Services Employee, Landisville Middle School, effective January 15, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- g. Approval to employ Lori A. Kalbach as a Part-time Receptionist, Hempfield High School - Franklin House, effective January 8, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- * h. Approval to employ Laura A. McIntosh as a Part-time Paraeducator, Landisville Intermediate Center, 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 2018-2019 (REPLACEMENT)
- * i. Approval to employ Kelsey E. Nolan as a Part-time English as a Second Language Aide, Mountville 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 2018-2019 (REPLACEMENT)
- j. Approval to employ Renee L. Sheffer as a Full-time Health Room Nurse, Hempfield High School and District, 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 2018-2019 (REPLACEMENT)
- k. Approval to employ Teresa M. Starnier as a Part-time Receptionist, Hempfield High School - Buchanan House, effective date to be determined, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)

5. Transfers

- a. Approval to transfer Gina Boroughs from Part-time Food Services Employee - Lead, Centerville Elementary School to Part-time Food Services Employee, Hempfield High School, effective January 7, 2019
- b. Approval to transfer Cynthia K. Mosso from Full-time Personal Care Assistant, Landisville Primary Center to Full-time Personal Care Assistant, Farmdale Elementary School, effective December 10, 2018
- * c. Approval to accept the Change in Status of Timothy P. Pagano from a temporary to permanent transfer from Emotional Support Teacher at Landisville Education Center to Emotional Support Teacher at Landisville Middle School, effective January 16, 2019

6. Substitute Positions

- a. Approval to employ Richard S. Bentley as a Substitute Principal, Mountville Elementary School, effective January 3, 2019 to a date to be determined, compensated at the current substitute rate (REPLACEMENT)
- b. Approval of Change of Status for Tara Sheckler from an Extended Day-to-Day Substitute to a Long-term Substitute, effective August 17, 2018 through March 7, 2019, provisionally according to federal and state law regulations. Ms. Sheckler will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Sheckler is a graduate of East Stroudsburg University and is certified in Grades PK-4. (REPLACEMENT)
Assignment: Long-term Substitute Grade 1 Teacher, Centerville Elementary School
- c. Approval to employ Janella M. Wolpert as a Long-term Substitute, effective January 14, 2019 through the conclusion of the 2018-2019 school year, provisionally according to federal and state law regulations and receipt of a satisfactory physical exam. Ms. Wolpert will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Wolpert is a graduate of Millersville University and is certified in Special Education PK-8 and Grades PK-4. (REPLACEMENT)
Assignment: Long-term Substitute Learning Support Teacher, East Petersburg Elementary School
- * d. Approval to employ Peter Intoccia as a PA Certified Substitute Teacher, effective January 15, 2019, compensated at the current substitute rate
- * e. Approval to employ Catherine A. Weaver as a Hempfield Emergency Substitute Teacher, Landisville Education Center only, effective December 18, 2018, compensated at the current substitute rate
- * f. Approval to employ Susan B. Clough as an IU 13 Emergency Substitute Teacher, effective January 15, 2019, compensated at the current substitute rate

- * g. Approval to employ Sharon Cherubin to the following substitute positions, effective January 16, 2019, compensated at the current substitute rate:
 - 1.) Substitute Elementary Building Aide
 - 2.) Substitute Paraeducator
- * h. Approval to employ Lee Raymond as a Substitute Food Services Employee, effective January 10, 2019, compensated at the current substitute rate
- * i. Approval to employ the following individuals as Senior Tax Program Substitutes, effective January 15, 2019, provisionally according to federal and state law regulations and receipt of all clearances, compensated at the current substitute rate:
 - 1.) Randy Karshin
 - 2.) Deborah Lauchnor
 - 3.) Diane Wolgemuth
 - 4.) J. Dallas Wolgemuth

7. Extracurricular Positions

- a. Approval to employ Robert E. Arment to the extracurricular position of Softball Varsity Assistant Coach, effective for the 2018-2019 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Collective Bargaining Agreement
- b. Approval to employ Danielle Campbell** to the extracurricular position of Unified Track and Field Assistant Coach, effective for the 2018-2019 school year, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement

**Denotes current Hempfield Employee

B. Financial Items

- * 1. Approval of Financial Report and Check Register for the month of December 2018 (reference attachments)
- * 2. Approval of the Food Services Financial Report and Check Register for the month of December 2018 (reference attachments)
- * 3. Approval to pay invoices from the Capital Reserve Fund - \$465.00 (reference attachment)
- 4. Approval of the following contracts (reference attachments):
 - a. Express Scripts, Inc. as an amendment to the Pharmacy Benefit Management Agreement with Express Scripts, Inc.
 - b. Hummer Turfgrass Systems, Inc. for work to be completed on the varsity softball field surfaces

- c. John Kline Septic Services for periodic cleaning of grease traps in district schools and annual water-jetting cleanout
- d. Madison National Life Insurance Company, Inc. for Voluntary Life Insurance Policy, effective January 1, 2019
- e. Pennsylvania Association of School Business Officials (PASBO) for purchasing training for Leadership Team, Principals, Department Leaders, Maintenance, Business Office, and Food Services
- f. Sourcewell Technology/Spring Math for license fees, hosting, maintenance and support, installation and setup of software, which is a math diagnostic tool for Special Education to monitor data used for IEPs
- * g. Aetna Signature Administrators PPO agreement for access to related services under the Aetna Signature Administrators Program for self-funded health benefits
- h. Cummins Sales and Service for replacement of a block heater at East Petersburg Elementary School
- i. Foy Inventerprises, Inc. for rental, rights and services of a performer flight system and choreography for the high school musical (amended)
- j. Mediscan Staffing Services for services to cover for an employee leave
- * k. New Story Tuition Agreement for one student that transferred to New Story during the 2018-2019 school year

5. Approval of Resolution Authorizing Proposed Preliminary Budget Display and Advertising for the 2019-2020 fiscal year on form PDE 2028:

RESOLVED, by the Board of School Directors of Hempfield School District, as follows:

The School District shall make the 2019-2020 Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.

At least 10 days before the date scheduled for adoption of the 2019-2020 Preliminary Budget, the Secretary shall advertise a Preliminary Budget Notice in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

6. Approval of Resolution for Lancaster County Career and Technology (LCCTC) 2019-2020 Proposed Budget (reference attachments):

RESOLVED, that this board of school directors hereby approves the Lancaster County Career & Technology Center's Proposed General Fund Budget 2019-2020, 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):

Policy #118.....Independent Study
Policy #800.....Records Retention
Policy #816.....Website Development

2. Approval of first reading of the following board policies (reference attachments):

Policy #701.1Naming Policy
Policy #706.1Disposal Policy

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3. Approval for students and chaperones from the Hempfield Youth Matters Club to attend an overnight trip to the Eastern State Conference in Smithfield, RI on July 25-28, 2019 (reference attachment)

XI. Adjournment

XII. Executive Session (if needed)

* **New Item or Change**