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

**AGENDA
REGULAR MEETING
MAY 14, 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 – 5:15 pm

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda incorporating Additions/Deletions**
- IV. Approval of the Minutes of the Committee Meeting held on April 2, 2019 and the Regular Meeting held on April 9, 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. Hempfield High School Student Council

- President.....Andrew Jordan
- Vice President.....Katie White
- SecretaryTusha Pham
- TreasurerBrandon Koehnke

- * B. Feasibility Study (reference attachment)
- * C. Landisville Middle School Dean of Students Update (reference attachment)

D. Calendar of Events

May 14, 2019	5:15 pm, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
May 21, 2019	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Board Conference Room
May 21, 2019	7:00 pm, HHS Senior Awards Night Hempfield High School, Performing Arts Center
May 28, 2019	7:00 pm, LCCTC Certificates & Awards Program Brownstown Campus Warwick High School Mount Joy Campus HHS Performing Arts Center Willow Street Campus LCBC
May 29, 2019	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
June 4, 2019	TBD, Executive Session, 7:00 pm, Committee Meeting Administration Building, Public Board Room
June 5, 2019	7:00 pm, Class of 2019 Commencement Franklin & Marshall Alumni Sports & Fitness Center
June 11, 2019	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room

E. 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 (reference attachment)

C. Extracurricular - Mr. Forry/Mr. Merris/Mr. Smiley

D. Board Policy - Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener (reference attachment)

E. Technology - Mr. Maurer/Mr. Donato

X. Action Items

A. Personnel Items

1. Resignations

- a. Approval to accept the resignation of Charlene Blough, Part-Time Food Services Employee, Centerville Elementary School, effective May 7, 2019
- b. Approval to accept the resignation of Renee S. Breneman, Part-Time Food Services Employee, Hempfield High School, effective June 6, 2019
- c. Approval to accept the resignation of Heather A. Ceresini from the extracurricular position of Assistant Marching Band Director, effective at the conclusion of the 2018-2019 school year
- d. Approval to accept the resignation of Vanese K. Dougherty, Part-Time English as a Second Language Aide, Landisville Intermediate Center, effective April 19, 2019
- e. Approval to accept the resignation of Kristina P. Giourtis, Part-Time Paraeducator, Landisville Middle School, effective May 7, 2019
- f. Approval to accept the resignation of Joy C. Lee, Part-Time Personal Care Assistant, Landisville Intermediate Center, effective May 17, 2019
- g. Approval to accept the resignation of Jennefer Mendoza-Mena, Part-Time Food Services Employee, Hempfield High School, effective May 10, 2019

- h. Approval to accept the resignation of Susan Panebaker, Part-Time Food Services Employee, Rohrerstown Elementary School, effective June 7, 2019
- i. Approval to accept the resignation of Joelle A. Scholl, Full-Time Paraeducator, East Petersburg Elementary School, effective May 24, 2019
- j. Approval to accept the resignation of Carter A. Sema, Full-Time Systems Administrator - Technology, Landisville Education Center, effective May 10, 2019
- k. Approval to accept the resignation of Christopher K. Wilson, Full-Time Fitness Center Instructional Aide, Hempfield High School and from the extracurricular position of Strength and Conditioning Coach, effective June 6, 2019
- l. Approval to accept the resignation of Mariah L. Wright, Full-Time Custodian, Hempfield High School, effective June 7, 2019

2. Leaves of Absence

- a. Approval to grant a Special Sick Leave of Absence to Brendan P. Cregan, Principal, Landisville Education Center, effective April 15, 2019
- b. Approval to grant a Leave of Absence to Sarah E. Hunt, Family and Consumer Sciences Teacher, Hempfield High school, from November 12, 2019 to June 5, 2020
- c. Approval to grant a Special Sick Leave of Absence to Susan J. Krasnai, Paraeducator, Hempfield High School, effective April 25, 2019
- d. Approval to grant a Special Sick Leave of Absence to Heather L. Szmerda, Science Teacher, Landisville Middle School, effective April 25, 2019

3. Employments/Appointments

- a. Approval to employ Lindsey M. Bauer as a Certified Employee with a temporary contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Bauer will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Bauer is a graduate of Pennsylvania State University, holds a Master's Degree from George Washington University and is certified as an Elementary and Secondary School Counselor PK-12. (REPLACEMENT)
Assignment: School Counselor, Hempfield High School
- b. Approval to employ Kathleen C. Ciccarone as a Certified Employee with a permanent contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Ciccarone will be placed on Step 2, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Ciccarone is a graduate of West Chester University, holds a Master's Degree from Millersville University and is certified in Spanish PK-12. (REPLACEMENT)
Assignment: Spanish Teacher, Centerville Middle School

- c. Approval to employ Garrett L. Harbeck as a Certified Employee with a temporary contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Mr. Harbeck will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Mr. Harbeck is a graduate of Millersville University and certification is pending in English 7-12. (REPLACEMENT)
Assignment: English Language Arts Teacher, Centerville Middle School
- d. Approval to employ Laurel Hill as a Certified Employee with a temporary contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Hill will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Hill is a graduate of Ball State University and certification is pending in Social Studies. (REPLACEMENT)
Assignment: Social Studies Teacher, Hempfield High School
- e. Approval to employ Jessica B. Miller as a Certified Employee with a temporary contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations. Ms. Miller will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Miller is a graduate of Messiah College and is certified in Biology 7-12. (REPLACEMENT)
Assignment: Biology Teacher, Hempfield High School
- f. Approval to employ Tyler M. Wilczek as a Certified Employee with a temporary contract, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Mr. Wilczek will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Mr. Wilczek is a graduate of Millersville University and certification is pending in Social Studies. (REPLACEMENT)
Assignment: Social Studies Teacher, Hempfield High School
- g. Approval to employ Ann L. Hall as a Part-time Elementary Building Aide, Centerville Elementary School, effective April 24, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)

4. Transfers

Approval of the following certified employee transfers, effective for the 2019-2020 school year:

- 1.) Michael Pollis from English Teacher, Hempfield High School to Gifted Support Teacher, Hempfield High School
- 2.) Jennifer L. Wallace from Life Skills Teacher, Hempfield High School to Supplemental Learning Support Teacher, Centerville Middle School

5. Substitute Positions

- a. Approval to employ Malorie D. Sassaman as a Long-term Substitute, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Sassaman will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Sassaman is a graduate of Franklin and Marshall College, holds a Master's Degree from Millersville University, and is certified as an Elementary and Secondary School Counselor PK-12. (REPLACEMENT)
Assignment: Long-term Substitute School Counselor, Hempfield High School
- b. Approval to employ the following individuals as PA Certified Substitute Teachers, pending receipt of all new hire requirements, compensated at the current substitute rate:
 - 1.) Karyn Joy Damstrom Barria effective May 14, 2019
 - 2.) Laurel Hill effective May 15, 2019
- c. Approval of Charlene Blough as a Food Services Substitute, effective May 15, 2019, compensated at the current substitute rate
- d. Approval of Christine M. Fauser as a Clerical Aide Substitute, effective May 15, 2019, compensated at the current substitute rate
- e. Approval of Cheryl Hudson-Kasun as a Secondary Instructional Aide Substitute, effective April 15, 2019, compensated at the current substitute rate
- f. Approval of Allison Osborne for the following substitute positions, effective April 30, 2019, pending receipt of all new hire requirements, compensated at the current substitute rate:
 - 1.) Clerical Aide Substitute
 - 2.) Elementary Building Aide Substitute
 - 3.) English as a Second Language Aide Substitute
 - 4.) Paraeducator Substitute
 - 5.) Personal Care Assistant Substitute
- g. Approval of Sylvia M. Sanders as a Personal Care Assistant Substitute, effective April 23, 2019, compensated at the current substitute rate
- h. Approval of Amy R. Smith as a Paraeducator Substitute, effective May 13, 2019, compensated at the current substitute rate

6. Summer Positions

- a. Approval to employ **Nancy C. Bachman as a Summer Food Services Substitute for the New Story and Bright Horizons Programs, effective June 7, 2019 to August 21, 2019, compensated at the current summer substitute rate

- b. Approval to employ **Nicole M. Gilman as a Part-Time Summer Food Services Employee for the New Story Program, effective June 24, 2019 to August 2, 2019, compensated at the current summer rate
 - c. Approval to employ Adam Hinde as a 2019 Summer School Teacher, effective date to be determined, compensated in accordance with the Collective Bargaining Agreement
 - d. Approval to employ **Michele T. Leabhart as a Part-Time Summer Food Services Employee for the Bright Horizons Program, effective June 7, 2019 to August 21, 2019, compensated at the current summer rate
 - e. Approval of the following individuals as Summer Clerical Aide Substitutes, effective May 15, 2019:
 - 1.) **Barbara A. Grier
 - 2.) **Betty Lou Lafean-Seitz
 - 3.) **June A. Lutz
 - 4.) **Terri Powers
 - 5.) **Wendy Wissinger
 - f. Approval to employ the following individuals as Summer 2019 Custodial Employees, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated at the current summer rate:
 - 1.) Cortney Johnson
 - 2.) **Tina Kadilak
 - 3.) **Joyce Mellor
 - 4.) **Amy Peffer
 - 5.) Kim Piper
 - 6.) **Marion Schultz
 - 7.) **Zacary Stroup
 - 8.) **Deb Weaver
 - 9.) **Mariah Wright
 - 10.) **Rebecca Woodring
 - g. Approval to employ the following individuals as Summer 2019 Maintenance Employees, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated at the current summer rate:
 - 1.) Corey Johnson
 - 2.) Zachary Lehman
 - 3.) **Troy Snyder
 - 4.) Josiah Vieland
7. Extracurricular Positions
- a. Approval to appoint the following individuals to extracurricular volunteer positions, effective May 15, 2019 (unless otherwise noted), provisionally according to federal and state law regulations:

- 1.) Tyler Caltagirone Baseball Volunteer Coach (effective March 13, 2019)
- 2.) Austen Goodling..... Boys Soccer Volunteer Coach
- 3.) Chris Goodling Boys Soccer Volunteer Coach
- 4.) William Kleiner Boys Soccer Volunteer Coach

- b. Approval to employ Justin P. Kleiner to the extracurricular position of Boys Soccer Junior High Coach, effective for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement

8. Other

- a. Approval to appoint **Jodi C. Harrington to the Hempfield Area Recreation Commission Board to fill the unexpired two-year term ending December 31, 2019
- b. Approval to appoint **Sheryl J. Pursel as Board Treasurer for the Hempfield School District to a one-year term commencing July 1, 2019 and ending June 30, 2020
- c. Approval to appoint **Sharon L. Rambler as Tax Collector for the Hempfield School District to a one-year term commencing July 1, 2019 and ending June 30, 2020

** Denotes current Hempfield employee

B. Financial Items

1. Approval of Financial Report and Check Register for the month of April 2019 (reference attachments)
2. Approval of the Food Services Financial Report and Check Register for the month of April 2019 (reference attachments)
3. Approval of the following contracts (reference attachments):
 - a. Balfour for a three-year agreement for the Epilogue to be printed and sold to students in the spring of 2020, 2021, and 2022
 - b. Candoris for 50 hours of staff augmentation due to staff transition
 - c. Eden Resorts and Suites for high school orchestra banquet to be held on June 3, 2019
 - d. Edmentum for Study Island software renewal contract for English Language Arts, Mathematics, Reading Eggs (ESL) and Science
 - e. FMX for facility management software to replace previous software. Contract term is July 1, 2019 to June 30, 2020.
 - f. Fox Rothschild Solicitor Fee Agreement for solicitor services for 2019-2020 school year
 - g. Carol Gilbert Consulting to provide training required for USDA Professional Standards and federal training requirements

- h. Lancaster-Lebanon IU13 for five-year pricing for Schoology learning management system product for staff and students. Contract term is July 1, 2019 to June 20, 2024.
- i. Lancaster-Lebanon IU13 for participation in the Special Education Legal Consortium
- j. Lancaster-Lebanon IU13 for participation in the Technology Legal Consortium
- k. Main Light Industries for moving light rental for 2019 Dance Theatre production
- l. Naviance, Inc. (Hobson's) for software used for college preparation, planning, and an alumni tracker, effective June 1, 2019 through May 31, 2020

- * m. Neurodevelopmental Assessment and Consulting, LLC to provide services to a student
 - n. New Holland Auto Group quote for three vans to be purchased for the beginning of the 2019-2020 school year (CoStars)
 - o. Nutrislice to provide electronic application-based menu system
 - p. Parchment for electronic transcript processing agreement for alumni
 - q. Pitney Bowes for service agreement for lease of mail postage machine
 - r. Scheid Produce, Inc. for fresh fruit and produce for the 2019-2020 school year
 - s. Sharp Energy for gas supply agreement from lowest propane bid that was approved on April 9, 2019
 - t. Subway Store #24240 to supply six-inch subs in compliance with the National School Lunch Program for the 2019-2020 school year
 - u. Temp Chek Mechanical for food services equipment repair and maintenance for the 2019-2020 school year
 - v. Turning Points LLC for executive and leadership coaching to include 12 sessions
- 4. Approval of Submissions for PlanCon K, Project Refinancing, to the PA Department of Education, regarding the refinancing issues of General Obligation Bonds, Series A of 2019 and Series AA of 2019 (reference attachments)
 - 5. Approval of the sale of 400 iPads to Tech to School. These iPads were purchased and planned to be sold as part of the 1:1 rollout across the high school two years ago (reference attachment)

C. Other Action Items

- 1. Approval of second reading of the following board policies (reference attachments):
 - a. Policy #004: Membership
 - b. Policy #006: Meetings
 - c. Policy #204: Attendance

2. Approval of first reading of the following board policies (reference attachments):
 - a. Policy #201: Admission of Students
 - b. Policy #237: Electronic Devices
 - c. Policy #331: Job-Related Expenses
 - d. Policy #611: Purchases Budgeted
 - e. Policy #810: Transportation
 - f. Policy #906: Public Complaints
 - g. Policy #915: School-Affiliated Organizations
3. Approval of the Class of 2019 Graduates (tentative) (reference attachment)
4. Approval for a non-district Spain trip in Summer 2020, to be advertised and informational meetings held with students and parents/guardians (reference attachment)
5. Approval for students and advisors to attend an overnight trip to the State Envirothon at the University of Pittsburgh on May 21 and 22, 2019 (reference attachment)
6. Approval for students and chaperones from the Hempfield High School Environmental Club to attend an overnight backpacking trip in Lebanon County May 31 to June 1, 2019 (reference attachment)
7. Approval of the following orthopedic physicians and physicians' assistants to conduct athletic physicals in June 2019:
 - a. Rodney E. Brenneman, MD
 - b. Paul F. Carroll, MD
 - c. Michael W. Gish, MD
 - d. Kim A. Henry, PA-C
 - e. Adam E. Hyatt, MD
 - f. John C. Rodgers, MD
 - g. Kathryne J. Stabile, MD
 - h. Travis Transue, PA-C
 - i. Hope Weber, PA-C
8. Approval of the following general practitioners to conduct athletic physicals in June 2019:
 - a. Michael C. DeVine, DO
 - b. Michael W. Warren, MD
 - c. Scott G. Snyder, MD
 - d. Susanne E. Scott, MD
 - e. Candice Cavicchia-Miller, MD
 - f. Francine L. Redman, CRNP
9. Approval of the expulsion of student #2021618 from Hempfield School District for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year, effective April 9, 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.

10. Approval of the expulsion of student #2021929 from Hempfield School District for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year, effective April 9, 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.
11. Approval of the expulsion of student #2020705 from Hempfield School District for the remainder of the 2018-2019 school year and the 2019-2020 school year, effective May 9, 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**