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

**AGENDA  
REGULAR MEETING  
NOVEMBER 12, 2019  
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 – 5:30 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 on October 1, 2019 and the Regular Meeting held on October 8, 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. Bond Refinancing Follow-Up (reference attachment)
  
- \* B. Mental Health Screening Presentation (reference attachment)
  
- \* C. District Data Update (reference attachment)

D. Calendar of Events

November 12, 2019	5:30 pm, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
November 14, 2019	11:00 am, Board Policy Committee Meeting Landisville Education Center, Technology Training Room
November 19, 2019	4:30 pm, Joint Buildings & Grounds/Finance Committee Meeting Administration Building, Public Board Room
December 3, 2019	TBD, Executive Session, 7:00 pm, Reorganization/Committee Meeting Administration Building, Public Board Room
December 7, 2019	7:00 pm, Variety Show Hempfield High School, Performing Arts Center
December 10, 2019	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
December 13, 2019	9:30 am - 1:30 pm, Holiday Shoppe Hempfield High School, Franklin Gym

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/Dr. Harrington
- 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 (reference attachment)
- D. Board Policy - Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener (reference attachment)
- E. Technology - Mr. Maurer/Mr. Donato (reference attachment)

## **X. Action Items**

### A. Personnel Items

#### 1. Termination

Approval to terminate the employment of Jordan Enck, from the extracurricular position of Assistant Wrestling Coach, effective October 15, 2019

#### 2. Retirements

a. Approval to accept the resignation, due to retirement, of Gene T. Crites, Full-Time Custodial Building Supervisor, Landisville Middle School, effective February 7, 2020

b. Approval to accept the resignation, due to retirement, of Daryl S. Nunemacher, Full-Time Custodian, Landisville Middle School, effective June 8, 2020

c. Approval to accept the resignation, due to retirement, of Wendy J. Wissinger, Full-Time Secretary (10th Grade Office), Hempfield High School, effective June 18, 2020

#### 3. Resignations

a. Approval to accept the resignation of Amy N. Aponte, Full-Time Personal Care Assistant, Hempfield High School, effective November 1, 2019

\* b. Approval to accept the resignation of Mimi S. Dickerson, Full-Time Personal Care Assistant, Centerville Elementary School, effective November 4, 2019

c. Approval to accept the resignation of Jane Geiter, Part-Time Food Services Employee, Hempfield High School, effective November 4, 2019

\* d. Approval to accept the resignation of Jennifer L. Hartman, Full-Time Paraeducator, Landisville Primary Center, effective November 22, 2019

- e. Approval to accept the resignation of Devyn Heinbaugh from the extracurricular position of Color Guard Director (Indoor and Outdoor), effective November 9, 2019
- f. Approval to accept the resignation of Heather J. Hibshman, Full-Time Building Secretary, Centerville Middle School, effective November 1, 2019
- g. Approval to accept the resignation of Clyde F. Kriner, Jr., Part-Time Food Services Employee, Rohrerstown Elementary School, effective October 10, 2019
- h. Approval to accept the resignation of Scott A. Roda, Part-Time Noontime Aide, Centerville Middle School, effective October 17, 2019
- i. Approval to accept the resignation of Gretchen M. Sonne, Full-Time Personal Care Assistant, Hempfield High School, effective November 7, 2019
- j. Approval to accept the resignation of Allison R. Viechnicki, Full-Time Elementary Building Secretary, Mountville Elementary School, effective November 5, 2019
- k. Approval to accept the resignation of Ashley L. Wall, Full-Time Personal Care Assistant, Mountville Elementary School, effective October 11, 2019
- l. Approval to accept the resignation of Kristen L. Woodard, Full-Time Paraeducator, East Petersburg Elementary School, effective November 1, 2019

#### 4. Leaves of Absence

- a. Approval to grant a Special Sick Leave of Absence to Sarah E. Lewis, Grade 5 Teacher, East Petersburg Elementary School, effective October 1, 2019
- b. Approval to grant a Leave of Absence to Lisa L. Moore, Learning Support Teacher, Landisville Primary Center, effective from November 21, 2019 to June 5, 2020
- c. Approval to grant a Special Sick Leave of Absence to Yvonne K. Peters, Elementary Building Aide, Rohrerstown Elementary School, effective October 9, 2019

#### 5. Certified Staff Positions

- a. Approval to employ Lauren A. Miller as a Certified Employee with a temporary contract, effective November 13, 2019, 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 Kutztown University and is certified in Grades 5-6 and Elementary PK-4.  
(REPLACEMENT)  
Assignment: Grade 5 Teacher, Landisville Intermediate Center
- b. Approval to employ Juliana E. Sergovic as a Certified Employee with a permanent contract, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Sergovic will be placed on Step 8, Master's Degree plus 15 credits, in accordance with the Collective Bargaining Agreement. Ms. Sergovic is a graduate of Millersville

University, holds a Master's Degree from Millersville University and is certified as a School Psychologist PK-12. (REPLACEMENT)

Assignment: Full-Time School Psychologist, Landisville Education Center

## 6. Support Staff Employments

- a. Approval to employ Julia G. Eaton as a Part-Time English as a Second Language Aide, 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)
- b. Approval to employ Jonelle Hamaker as a Part-Time Food Services Employee, 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)
- c. Approval to employ Tiffanie Howard as a Part-Time Food Services Employee, 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 2019-2020 (REPLACEMENT)
- d. Approval to employ Matthew Like as a Part-Time Food Services Employee - Lead, Centerville Elementary School, effective November 5, 2019, 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)
- e. Approval to employ Mary F. Mowery as a Part-Time Food Services Employee, Centerville 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)
- f. Approval to employ Jennifer Natale 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 2019-2020 (REPLACEMENT)
- g. Approval to employ Amberlee R. Nevius as a Part-Time Elementary Building Aide, Farmdale 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)
- h. Approval to employ Jason N. Smith as a Full-Time Personal Care Assistant, Landisville Primary 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 2019-2020 (NEW)

- i. Approval to employ Roberta Swayne as a Part-Time Food Services Employee, 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 2019-2020 (REPLACEMENT)
- j. Approval to employ Jennifer R. Sweeny 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 2019-2020 (REPLACEMENT)
- k. Approval to employ Phillip Weaver as a Full-Time Personal Care Assistant, 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 2019-2020 (REPLACEMENT)

## 7. Transfers

- a. Approval to transfer Anne Martell, Gifted Secretary, Landisville Primary Center to Gifted Secretary, Landisville Middle School, effective at the beginning of the 2019-2020 school year (location change only)
- b. Approval to transfer Stacy Martin from Part-Time Food Services Employee, Centerville Elementary School to Part-Time Food Services Employee, Farmdale Elementary School, effective October 29, 2019, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)
- c. Approval to transfer Barry S. Williams, Jr. from Custodial Building Supervisor, Landisville Primary Center to Full-Time Millwright, District Maintenance Department, effective date to be determined, compensated in accordance with the Salary Rate Ranges for 2019-2020 (REPLACEMENT)

## 8. Substitute Positions

- \* a. Approval to appoint Pamela A. Mitchell as an Interim Principal, Rohrerstown Elementary School, effective November 7, 2019 until the absent employee returns to work
- b. Approval to employ Keith J. Eckenrode as a Long-Term Substitute School Counselor (Grade 10), Hempfield High School, effective October 31, 2019, provisionally according to federal and state law regulations, receipt of all clearances and a satisfactory physical exam. Mr. Eckenrode will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Mr. Eckenrode is a graduate of East Stroudsburg University, holds a Master's Degree from Kutztown University and is certified as an Elementary and Secondary School Counselor PK-12 (REPLACEMENT)

- c. Approval to employ Kendall R. Marten as a Long-Term Substitute Learning Support Teacher, Rohrerstown Elementary School, effective November 12, 2019 until the conclusion of the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of all clearances and a satisfactory physical exam. Ms. Marten will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Marten is a graduate of the University of Vermont and is certified in Elementary K-6 and Family-Consumer Sciences PK-12. (REPLACEMENT)
  
- d. Approval to employ Amanda L. Sheaffer as a Long-Term Substitute Kindergarten Teacher, Landisville Primary Center, effective November 13, 2019 until the conclusion of the 2019-2020 school year, provisionally according to federal and state law regulations, receipt of a satisfactory physical exam. Ms. Sheaffer will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Sheaffer is a graduate of Millersville University and is certified in Elementary K-6 and Early Childhood N-3. (REPLACEMENT)
  
- e. Approval to employ the following individuals as PA Certified Substitutes, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Ann Enzman .....Teacher ..... effective November 5, 2019
  - 2.) Vahe Frounjian .....Teacher ..... effective October 29, 2019
  - 3.) Anne Marcarelli .....Teacher ..... effective October 3, 2019
  - 4.) Sarah Metz.....School Counselor..... effective October 29, 2019
  - 5.) Kristen Woodard .....Teacher ..... effective November 13, 2019
  
- f. Approval to employ the following individuals as Hempfield Emergency Certified Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Beverly S. Emenheiser.....effective October 22, 2019
  - 2.) Erin L. Small.....effective October 22, 2019
  
- g. Approval to employ the following individuals as LLIU13 Emergency Certified Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Kaitlyn Hohman.....effective October 22, 2019
  - 2.) James Stewart.....effective October 29, 2019
  
- h. Approval to employ the following individuals as Substitute Health Room Nurses for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Carrie L. Kline.....effective October 29, 2019
  - 2.) Julie L. Murphy.....effective October 23, 2019

- i. Approval to employ Angela Delaney to the following substitute positions, for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Substitute Clerical Aide.....October 15, 2019
  - 2.) Substitute Elementary Building Aide .....October 15, 2019
  - 3.) Substitute Personal Care Assistant.....October 15, 2019
  - 4.) Substitute Paraeducator .....October 29, 2019
  
- j. Approval to employ Jennifer E. Eshleman to the following substitute positions, for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Substitute Elementary Building Aide .....November 5, 2019
  - 2.) Substitute English as a Second Language Aide.....November 5, 2019
  - 3.) Substitute Middle School Noontime Aide .....November 5, 2019
  - 4.) Substitute Paraeducator .....November 5, 2019
  - 5.) Substitute Secondary Instructional Aide.....November 5, 2019
  
- k. Approval to employ Nicole Gilman to the following substitute positions, for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Substitute Elementary Building Aide .....October 15, 2019
  - 2.) Substitute Middle School Noontime Aide .....October 15, 2019
  
- l. Approval to employ Valerie Hoopes to the following substitute positions, for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Substitute Elementary Building Aide .....October 29, 2019
  - 2.) Substitute English as a Second Language Aide.....October 29, 2019
  - 3.) Substitute Paraeducator .....October 29, 2019
  - 4.) Substitute Secondary Instructional Aide.....October 29, 2019
  
- m. Approval to employ Joyce Miller as a Substitute Clerical Aide, effective October 9, 2019, provisionally according to federal and state law regulations, compensated at the current substitute rate
  
- n. Approval to employ Lawrence Odume to the following substitute positions, for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
  - 1.) Substitute Clerical Aide.....October 15, 2019
  - 2.) Substitute Elementary Building Aide .....October 15, 2019
  - 3.) Substitute Middle School Noontime Aide .....October 15, 2019
  
- o. Approval to employ Kristen Woodard as a Substitute Paraeducator, effective November 13, 2019, provisionally according to federal and state law regulations, compensated at the current substitute rate



- p. Approval to employ Lisa Murray as a Senior Tax Program Substitute, effective November 13, 2019, provisionally according to federal and state law regulations and receipt of all clearances, compensated at the current substitute rate

9. Extracurricular Positions

- a. Approval to employ the following individuals to extracurricular positions for the 2019-2020 winter sports season, compensated in accordance with the Collective Bargaining Agreement:

- \*
  - 1.) Nathan Cote ..... Wrestling Varsity Assistant Coach
  - 2.)\*\*Eric Narkiewicz ..... Wrestling Varsity Assistant Coach

- b. Approval to appoint the following individuals to volunteer extracurricular positions for the 2019-2020 winter school sports season:

- 1.) Christian Carr ..... Wrestling Volunteer Coach
- 2.) Jose Diaz ..... Wrestling Volunteer Coach
- 3.) Theron Mitchell ..... Wrestling Volunteer Coach
- 4.)\*\*Matthew Ruhl ..... Wrestling Volunteer Coach
- 5.)\*\*Charlene Smith ..... Indoor Track and Field Volunteer Coach

- c. Approval to appoint the following individuals to extracurricular positions for the 2019-2020 school year, provisionally according to federal and state law regulations and receipt of all clearances:

- 1.) Kristin Pontz..... Dance Theatre Assistant Director
- 2.) Jordan Strybos ..... Dance Theatre Co-Assistant Director (50%)
- 3.)\*\*Macy Skiles ..... Dance Theatre Co-Assistant Director (50%)
- 4.)\*\*Stephanie Henrich..... Dance Theatre Advisor
- 5.)\*\*Jonah Plymire ..... Dance Theatre Set Design Advisor
- 6.)\*\*Terri Powers ..... Dance Theatre Make-Up Advisor

\*\* Denotes current Hempfield Employee

B. Financial Items

- 1. Approval of the Collective Bargaining Agreement for July 1, 2019 through June 30, 2024
- 2. Approval of the Hempfield School District Resolution to refinance Series 2012, Series A of 2012 and Series A of 2015 Bonds and issue General Obligation Bonds, Series A of 2020 and to issue General Obligation Bonds, Series AA of 2020 to finance capital projects (reference attachment)
- 3. Approval of Financial Report and Check Register for the month of October 2019 (reference attachments)
- 4. Approval of the Food Services Financial Report and Check Register for the month of October 2019 (reference attachments)
- 5. Approval to commit fund balance, per the attached summary, related to closing out the 2018-2019 fiscal year (reference attachment)

6. Approval to authorize and ratify the court appeal of the reduced tax assessment for Parcel 290-90153-0-0000, owned by Bent Creek Country Club, and to approve legal counsel to engage Golf Property Analysts per the attached proposal, limited to one-ninth of the appraisal fee (\$1,100 for Phase I) (reference attachment)
7. Approval of the Memorandum of Understanding relating to Open Campus PA and Online Course Programs (reference attachment)
8. Approval of the following contracts (reference attachments):
  - a. Aperion Systems for district phone service at Centerville paired with the contract approved in April for Landisville. Contract term is November 2019 through October 2022.
  - b. Berkshire Systems Group, Inc. for fire alarm inspection. Contract term is July 1, 2019 through June 30, 2022.
  - c. B. R. Kreider & Son, Inc. for restoration of driveway and swale to fix eroding and drainage problem at Mountville Elementary School
  - d. Carol H. Gilbert for leadership training for Food Services supervisors on December 6, 2019
  - e. Christian Howes dba Creative Strings for Artist in Residence performances on May 21, 2020
  - f. ELA Group for baseball and softball warning track improvements and athletic facility consulting and design services (annual field maintenance)
  - g. Evercor Facility Management for snow removal services at Mountville Elementary School and Rohrerstown Elementary School. Contract term is 2019-2020 school year through 2021-2022 school year.
  - h. Frey Lutz for cooling tower replacement at Centerville Middle School. Work to be completed by January 17, 2020
  - i. Hummer Turfgrass Systems, Inc. for snow removal services at East Petersburg Elementary School. Contract term is 2019-2020 school year through 2021-2022 school year.
  - j. Johnson Controls for repair and maintenance of boiler at Centerville Middle School
  - k. Koser Excavating, Inc. for snow removal services at Centerville Elementary School, Centerville Middle School, and Farmdale Elementary School. This contract includes backup to the maintenance department staff for snow removal services on the Landisville campus. This contract includes salt and cinder services at all district locations. Contract term is 2019-2020 school year through 2021-2022 school year.
  - l. Lifetouch for school portrait agreement to take school pictures for the district and to be the provider for the elementary yearbooks. Contract term is July 1, 2020 through June 30, 2023.

- m. Lifetouch for yearbook publication agreement for Landisville Middle School (revision to the contract term approved in October 2019). Contract term is 2019-2020 school year through 2021-2022 school year.
- n. Moore Engineering Company for engineering services associated with adding light fixtures in the high school gym for wrestling matches
- o. Music Theatre International for middle school musical showkit and dramatic performing rights license for Disney's Frozen Jr. Revised contract cost for additional royalty fees
- p. Pure Test Laboratories for professional services to test drinking water for lead content. Random water samples will be collected from the buildings.
- q. School Business Strategies, LLC for consulting services to provide oversight and strategic leadership for capital projects and business operations
- r. Singer Equipment Company to purchase replacement steamers for food services' operations
- s. SOS Group of Lancaster, LLC to provide substitute support personnel for the Custodial Department. Contract term is November 12, 2019 through June 30, 2021.
- t. Xerox to change the existing contract to add fax services to the bus depot equipment. Contract term is November 1, 2019 through June 30, 2022.

C. Other Action Items

- 1. Approval of first reading of the following board policies (reference attachments):
  - a. Policy #322: Gifts
  - b. Policy #610: Purchases Subject to Bid/Quotations
  - c. Policy #611: Purchases Budgeted
  - d. Policy #612: Purchases Not Budgeted
  - e. Policy #827: Conflict of interest
- 2. Approval for a non-district EF Educational Tour trip to Greece and Italy in Summer 2021, to be advertised and informational meetings held with students and parents/guardians (reference attachment)
- 3. Approval of the Agreement with Greenawalt Roofing Company, Market Street Sports Group, and Hempfield School District for sponsorship of the Fieldhouse. This is a three-year renewal November 1, 2019 to November 1, 2022 for \$5,000 per year. (reference attachment)
- 4. Approval of the Agreement with J.K. Mechanical, Inc., Market Street Sports Group, and Hempfield School District for sponsorship of the Varsity Baseball Field. This is a two-year renewal January 1, 2020 to December 31, 2021 for \$5,000 per year. (reference attachment)

**XI. Adjournment**

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

**\* New Item or Change**