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

**AGENDA
REGULAR MEETING
NOVEMBER 13, 2018
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 – 5:30 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 2, 2018 and the Regular Meeting held on October 9, 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. Hempfield High School Student Council Update

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

B. Enrollment and Attendance Area Realignment Discussion

C. Student Information System (SIS) Presentation

D. 2017-2018 Data Presentation

E. Assistant Superintendent's Goals

F. Calendar of Events

November 13, 2018	5:30, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
November 20, 2018	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Board Conference Room
November 27, 2018	8:00 am, KKAL Education Law Breakfast Lancaster Country Club <i>(DL Forry, Graham, Musser, Smith, Zimmerman)</i>
November 28, 2018	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
December 1, 2018	7:00 pm, HHS Variety Show HHS Performing Arts Center
December 4, 2018	TBD, Executive Session 7:00 pm, Reorganization Meeting/Committee Meeting Administration Building, Public Board Room
December 11, 2018	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room

G. 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 (reference attachment)

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 (reference attachment)

X. Action Items

A. Personnel Items

1. Retirement

a. Approval to accept the resignation, due to retirement, of Sharon A. Keith, Full-time Custodian, Hempfield High School, effective May 31, 2019

* b. Approval to accept the resignation, due to retirement, of Barbara Y. Wagner, Grade 5 Teacher, Landisville Intermediate Center, effective at the conclusion of the 2018-2019 school year

2. Resignations

a. Approval to accept the resignation of Elizabeth R. Bacon, Part-time Receptionist, Centerville Middle School, effective November 8, 2018

* b. Approval to accept the resignation of Andrea K. Davis, Part-time Elementary Building Aide, East Petersburg Elementary School, effective November 30, 2018

c. Approval to accept the resignation of Nancy J. Eckert, Part-time General Food Services Employee - Lead, East Petersburg Elementary School, effective September 25, 2018

d. Approval to accept the resignation of Janet M. Fritz, Part-time Attendance Secretary - Grade 9, Hempfield High School, effective November 2, 2018

- e. Approval to accept the resignation of Alexandra N. Lapp, Part-time English as a Second Language Aide, Mountville Elementary School, effective January 16, 2019
- * f. Approval to accept the resignation of Wanda I. Martinez, Part-time General Food Services Employee, Hempfield High School, effective November 2, 2018
- g. Approval to accept the resignation of Pilar Miller, Part-time Paraeducator, Landisville Middle School, effective November 1, 2018
- h. Approval to accept the resignation of Harry L. Morgan, Jr., Part-time General Food Services Employee - Dishroom, Hempfield High School, effective September 25, 2018
- i. Approval to accept the resignation of Lisa A. Murray, Full-time Personal Care Assistant, East Petersburg Elementary School, effective October 17, 2018
- * j. Approval to accept the resignation of Christina M. Wickersham, Full-time Learning Support Teacher, Centerville Elementary School, effective November 5, 2018
- k. Approval to accept the resignation of Barbara M. Wolf, from the extracurricular position of Indoor Track Varsity Assistant Coach, effective October 29, 2018

3. Leaves of Absence

- * a. Approval to grant a leave of absence to Joann H. Cenekofsky, Grade 3 Teacher, Rohrerstown Elementary School, effective October 4, 2018
- b. Approval to grant a leave of absence to Courtney R. Ott, Speech and Language Therapist, Rohrerstown Elementary School, from April 22, 2019 to June 7, 2019
- * c. Approval to grant a leave of absence to Mark E. Reinhardt, Associate Principal, Hempfield High School, effective November 5, 2018
- d. Approval to grant a leave of absence to Amanda S. Taglieri, Grade 1 Teacher, Centerville Elementary School, from November 28, 2018 to March 7, 2019

4. Employments/Appointments

- a. Approval to appoint Maria T. Hoover as an Assistant Superintendent for the Hempfield School District. Mrs. Hoover's appointment will be in accordance with a contract, effective January 2, 2019 through January 2, 2023. (RESTRUCTURED POSITION) (reference attachment)
- b. Approval to employ Charlene Smith as a Professional 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. Smith will be placed on Step 3, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Smith is a graduate of Indiana University of Pennsylvania, holds a Master's Degree from American University, and is certified in Family-Consumer Sciences PK-12 and STEM Education PK-12. (REPLACEMENT)
Assignment: Family-Consumer Sciences Teacher, Hempfield High School

- c. Approval to appoint Jennifer H. Miller** to act as a mentor for a portion of the 2018-2019 school year, compensated in accordance with the Collective Bargaining Agreement
- d. Approval to appoint the following individuals to serve as After-School Tutors, for the 2018-2019 school year, effective November 14, 2018, compensated in accordance with the Collective Bargaining Agreement:

- *
 - 1.) Brian J. Rife**Hempfield High School
 - 2.) Jill A. Tankesley**.....Landisville Middle School

- e. Approval to employ Sharon Clark as a Part-time General Food Services Employee, Landisville Intermediate Center, effective November 6, 2018, 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 Amanda N. Funk as a Part-time Elementary Building Aide, 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)
- g. Approval to employ Linda D. Garner as a Part-time General Food Services Employee, Rohrerstown 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)
- h. Approval to employ Robert Gunnet as a Full-time Custodian, 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 2018-2019 (REPLACEMENT)
- i. Approval to employ Shawna M. Hernandez as a Part-time General 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 2018-2019 (REPLACEMENT)

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 - j. Approval to employ Maia B. Hess as a Part-time Elementary Building Aide, East Petersburg 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)
 - k. Approval to employ Alanna Hrcir as a Part-time General Food Services Employee, Hempfield High School, effective November 6, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)

- l. Approval to employ Ranita N. Hurst as a Full-time Paraeducator, 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)
- m. Approval to employ Joyce E. Kerns as a Part-time General Food Services Employee, Hempfield High School, effective October 23, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- n. Approval to employ Tyler Kollinok as a Full-time AV & Security Technician, Landisville Education Center, effective November 14, 2018, 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 (NEW)
- o. Approval to employ Annette M. Kurtz as a Part-time General Food Services Employee, Landisville Middle School, effective November 6, 2018, provisionally according to federal and state law regulations and receipt of a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- p. Approval to employ Madison L. Mahute as a Full-time Groundskeeper, Hempfield Maintenance Department, 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)
- q. Approval to employ Scott A. Roda as a Part-time Middle School Noontime Aide, 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 2018-2019 (REPLACEMENT)
- r. Approval to employ Desiree Sheppard as a Full-time Personal Care Assistant, East Petersburg 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)
- s. Approval to employ Dianne Spangler as a Part-time General Food Services Employee, 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 2018-2019 (REPLACEMENT)
- t. Approval to employ Georgia P. Woodfill as a Part-time English as a Second Language Aide, Farmdale Elementary School, effective November 6, 2018, 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 (NEW)

5. Transfers

- a. Approval to transfer Vicki S. DeSanto from Part-time Receptionist, Hempfield High School (Franklin) to Part-time Attendance Secretary - 9th Grade, Hempfield High School (Buchanan), effective November 6, 2018
- b. Approval to transfer Nancy M. Eisenberger from Part-time General Food Services Employee, Hempfield High School to General Food Services Employee, Landisville Middle School, effective November 16, 2018

6. Substitute Positions

- a. Approval to employ Richard S. Bentley as a Substitute Principal, Hempfield High School, effective November 5, 2018, for the remainder of the 2018-2019 school year, compensated at the current substitute rate (REPLACEMENT)
- b. Approval to employ Jessica B. Miller as a Long-term Substitute Teacher, Hempfield High School, effective approximately January 15, 2019 through the conclusion of the 2018-2019 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. 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: Long-term Substitute Science Teacher, Hempfield High School

- * c. Approval to extend the substitute appointment for Olivia Q. Legenstein, Long-term Substitute Learning Support Teacher, Centerville Elementary School, from August 23, 2018 through March 7, 2019 to August 23, 2018 through the conclusion of the 2018-2019 school year
- d. Approval to employ Christine S. Zeigler as a Long-term Substitute Home and School Visitor, Hempfield School District, effective date to be determined through the conclusion of the 2018-2019 school year, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Zeigler will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Zeigler is a graduate of Kutztown University and holds a Master's Degree from Millersville University. (REPLACEMENT)
Assignment: Long-term Substitute Home and School Visitor, Hempfield School District

- * e. Approval to employ the following individuals as Pennsylvania Certified Substitute Teachers for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:

- 1.) Cheryl Hudson-Kasuneffective October 23, 2018
- 2.) Jessica B. Millereffective November 13, 2018
- 3.) Tyler Waltherseffective November 13, 2018
- 4.) Jill K. Weavereffective October 24, 2018

- * f. Approval to employ the following individuals as Hempfield Emergency Substitute Teachers for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Maria R. Hershey.....effective October 17, 2018
 - 2.) Bernice Johnson.....effective October 30, 2018

- * g. Approval to employ the following individuals as IU13 Emergency Substitute Teachers for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Mark R. Beacheffective November 6, 2018
 - 2.) Melanie Noeleffective October 17, 2018
 - 3.) Nancy Pletcher.....effective November 6, 2018
 - 4.) Keenan M. Schaeffer.....effective November 6, 2018

- * h. Approval to employ Michael Grube as a Substitute Custodian for the 2018-2019 school year, pending receipt of all new hire materials, effective date to be determined, compensated at the current substitute rate

- * i. Approval to employ the following individuals as Substitute Clerical Aides for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Janet Fritz.....effective November 5, 2018
 - 2.) Patricia Meyer.....effective November 13, 2018
 - 3.) Roberta Rhoadeseffective October 17, 2018
 - 4.) Theresa Swintoneffective October 30, 2018

- * j. Approval to employ the following individuals as Substitute Elementary Building Aides for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Nicole Bigham.....effective November 14, 2018
 - 2.) Andrea K. Daviseffective November 30, 2018
 - 3.) Wendy Hilt.....effective November 14, 2018
 - 4.) Nicole Madiliaeffective October 3, 2018
 - 5.) Theresa Swintoneffective October 30, 2018

- * k. Approval to employ the following individuals as Substitute English as a Second Language Aides for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Andrea K. Daviseffective November 30, 2018
 - 2.) Beshoy Khalil.....effective November 6, 2018

- * l. Approval to employ the following individuals as Substitute General Food Services Employees, pending receipt of all new hire materials, compensated at the current substitute rate:
 - 1.) Tracy K. Brady.....effective date to be determined

- 2.) Connie Dawsoneffective date to be determined
- 3.) Maribeth Shaubeffective October 30, 2018

* m. Approval to employ the following individuals as Substitute Middle School Noontime Aides for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:

- 1.) Nicole Bigham.....effective November 14, 2018
- 2.) Roberta Rhoadeseffective October 17, 2018
- 3.) Theresa Swintoneffective October 30, 2018

* n. Approval to employ the following individuals as Substitute Paraeducators for the 2018-2019 school year, pending receipt of all new hire materials, compensated at the current substitute rate:

- 1.) Andrea K. Davis.....effective November 30, 2018
- 2.) Beshoy Khalileffective November 6, 2018
- 3.) Roberta Rhoades.....effective October 17, 2018

* o. Approval to employ Lisa Murray as a Substitute Personal Care Assistant for the 2018-2019 school year, pending receipt of all new hire materials, effective October 23, 2018, compensated at the current substitute rate

* p. Approval to employ Roberta Rhoades as a Substitute Secondary Building Aide for the 2018-2019 school year, pending receipt of all new hire materials, effective October 17, 2018, compensated at the current substitute rate

q. Approval to employ Samia Tanious as a Senior Tax Program Substitute, effective November 14, 2018, provisionally according to federal and state law regulations and receipt of all clearances, compensated at the current substitute rate

7. Extracurricular Positions

a. Approval to employ Victoria Aston** to the extracurricular position of Building Technology Support Coach, Mountville Elementary School, for the 2018-2019 school year, effective November 14, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement

b. Approval to employ Brooke Mancuso** to the extracurricular position of Track Assistant Coach for the 2018-2019 spring sports season, effective November 14, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement

c. Approval to employ Craig Schnell to the extracurricular position of Chess Advisor, Landisville Middle School, for the 2018-2019 school year, effective November 14, 2018, 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

- d. Approval to employ Brendon J. Schrantz to the extracurricular position of Boys Lacrosse Assistant Coach for the 2018-2019 spring sports season, effective November 14, 2018, 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
- e. Approval to employ Kenneth L. Smith, Jr.** to the extracurricular position of Unified Team Head Coach for the 2018-2019 school year, effective November 14, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement
- * f. Approval to employ Troy Snyder** to the extracurricular position of Indoor Track Assistant Coach for the 2018-2019 school year, effective November 14, 2018, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement
- g. Approval to appoint the following individuals to extracurricular for the 2018-2019 school year, provisionally according to federal and state law regulations and receipt of all clearances:
 - 1.) Cody Smith Dance Theatre Director
 - 2.) Kristin Pontz Dance Theatre Assistant Director
 - 3.) Devon Lutz Dance Theatre Choreographer
 - 4.) Terri L. Powers** Dance Theatre Make-up Advisor
 - 5.) Stephanie J. Henrich** Dance Theatre Advisor
- h. Approval to appoint Jordan Burke to the extracurricular volunteer position of Boys Basketball Volunteer Coach for the 2018-2019 winter sports season, provisionally according to federal and state law regulations and receipt of all clearances

**Denotes current Hempfield Employee

B. Financial Items

- * 1. Approval of Financial Report and Check Register for the month of October 2018 (reference attachments)
- * 2. Approval of the Food Services Financial Report and Check Register for the month of October 2018 (reference attachments)
- 3. Approval of the following contracts (reference attachments):
 - a. Automox to provide server and critical desktop computer security patch management
 - b. CoreSource, Inc. for adoption of the Plan Document for employee welfare benefits plan for medical and prescription drugs, effective January 1, 2018
 - c. East Hempfield Township for Memorandum of Understanding Agreement to reimburse 70% of the total cost of School Resource Officer's salary and benefits paid by East Hempfield Township

- d. Jostens for Yearbook Publication Agreement for Centerville Middle School for school year 2018-2019
- e. Music Theatre International for high school musical showkit and dramatic performing rights license for Mary Poppins
- f. Mixed Impressions DJs for DJ services for Centerville Middle School for school year 2018-2019

g. Nagle Athletic Surfaces to repair tennis courts at Hempfield High School

* h. New Story for a tuition agreement for one student during the 2018-2019 school year

* i. Samanage, LTD for IT Department Management Software for 12/01/18 - 11/30/19

4. Commitment of fund balance, per the attached summary, related to closing out the 2017-2018 fiscal year (reference attachment)

C. Other Action Items

1. Approval of second reading of the following board policy (reference attachment):

Policy #715.....Unmanned Aircraft Systems - Unmanned Aircraft Vehicles - Drones

2. Approval of the Hempfield School District Comprehensive Plan to be enacted July 1, 2019 for the three-year period ending June 30, 2022 (reference attachment)

* 3. Approval of the proposed 2019-2020 Course Additions/Deletions (reference attachment)

4. Approval for the administration to pursue Act 80 days with the Pennsylvania Department of Education (reference attachment)

5. Approval for students and chaperones from the Future Business Leaders of America (FBLA) Club to attend an overnight trip to the FBLA State Leadership Conference in Hershey, PA on April 8 and April 9, 2019 (reference attachment)

6. Approval for the German American Partnership Program (GAPP) to prepare for Hempfield students to visit Germany in Summer 2019, by advertising and holding informational meetings held with students and parents/guardians

7. Approval of the expulsion of student #2021498 from Hempfield School District for the remainder of the 2018-2019 school year, effective October 15, 2018. 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.

8. Approval of the expulsion of student #2020854 from Hempfield School District for the remainder of the 2018-2019 school year, effective October 15, 2018. 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**

DRAFT