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

**AGENDA  
REGULAR MEETING  
JANUARY 12, 2021  
CENTERVILLE MIDDLE SCHOOL AUDITORIUM  
585 CENTERVILLE ROAD  
LANCASTER, PA 17601  
7:00 PM**

***Executive Session - 5:00 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.*

**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 and the Committee Meeting held on December 1, 2020 and the Regular Meeting held on December 8, 2020**

**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 comments must sign in with the Communications Director prior to the start of the meeting.

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

**A. School Directors Recognition Month**

*"Strong School Board Governance Equals Increased Student Achievement"*

B. Student Council Representatives

President.....Bella Rankin  
Vice-President.....Lilly Heilshorn  
Secretary .....Janeese Hochstetler  
Treasurer .....Jack Kirchner

\* C. Preliminary Budget Presentation (reference attachment)

D. 2021-2022 School Calendar (reference attachment)

E. Calendar of Events

January 12, 2021	5:00 pm, Executive Session, 7:00 pm, School Board Regular Meeting <i>School Director Recognition Month</i> Centerville Middle School Auditorium
January 19, 2021	5:00 pm. Buildings and Grounds Committee Meeting Centerville Middle School Auditorium
January 26, 2021	5:00 pm Finance Committee Meeting Centerville Middle School Auditorium
January 28, 2021	5:00 pm, Education and Programs Committee Meeting Centerville Middle School Auditorium
February 2, 2021	TBD, Executive Session, 7:00 pm, School Board Committee Meeting Centerville Middle School Auditorium
February 9, 2021	TBD, Executive Session, 7:00 pm, School Board Regular Meeting Centerville Middle School Auditorium

F. 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 Committees**

A. Buildings and Grounds - Mr. Merris/Mr. Donato/Mr. Wagner/Mr. Bard

B. Education and Programs - Mrs. Johnston/Mr. Maurer/Mr. Merris/Mr. Bard  
(reference attachment)

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 accept the resignation, due to retirement, of Janet Clarke, Grade 5 Teacher, Mountville Elementary School, effective November 20, 2020
- b. Approval to accept the resignation, due to retirement, of Alfred J. Knarr, Full-Time Data Manager, Technology Department – Landisville Education Center, effective October 1, 2021

2. Resignations

- a. Approval to accept the resignation of Michael Betrone, Full-Time Custodian, Centerville Middle School, effective November 10, 2020
- b. Approval to accept the resignation of Casey A. Brock, Full-Time Personal Care Assistant, Hempfield High School, effective November 30, 2020
- c. Approval to accept the resignation of Jennifer M. Houser, Full-Time Custodian, Centerville Middle School, effective December 28, 2020
- d. Approval to accept the resignation of Michelle J. McGlaufflin, Part-Time Paraeducator, Centerville Elementary School, effective January 8, 2021

- e. Approval to accept the resignation of Dolores Miller, Full-Time Custodian, Landisville Intermediate Center, December 23, 2020
- f. Approval to accept the resignation of Sheryl J. Pursel, Director of Finance, Hempfield School District, effective June 30, 2021
- g. Approval to accept the resignation of Denise L. Schoppner, Full-Time Personal Care Assistant, Centerville Middle School, effective December 23, 2020

### 3. Leaves of Absence

- a. Approval to amend a Leave of Absence to Denise L. Brandt, Health Room Nurse, Landisville Intermediate Center and Rohrerstown Elementary School from November 3, 2020 through November 3, 2020 to November 3, 2020 through January 13, 2021
- b. Approval to grant a Leave of Absence to Laura M. Brill, Teacher - ELA, Hempfield High School from January 20, 2021 through June 7, 2021
- c. Approval to amend a Leave of Absence for Amy L. Edwards, Teacher – Art, Hempfield High School from August 25, 2020 through January 19, 2021 to August 25, 2020 through March 11, 2021
- d. Approval to grant a Leave of Absence to Jill L. Enterline, Teacher - Grade 4, Mountville Elementary School from January 19, 2021 through April 12, 2021
- e. Approval to amend a Leave of Absence for Lisa M. Gebhard-Searer, Teacher - Learning Support, Mountville Elementary School from October 28, 2020 through December 9, 2020 to October 28, 2020 through December 23, 2020
- f. Approval to grant a Leave of Absence to Sarah I. Henderson, Elementary Building Aide, Centerville Elementary School from January 15, 2021 through January 29, 2021
- g. Approval to amend a Leave of Absence for Rebecca A. Huhn, Personal Care Assistant, Hempfield High School from August 25, 2020 through January 19, 2021 to August 25, 2020 through June 4, 2021
- h. Approval to grant a Leave of Absence to Katharine B. Kasabo, Guidance Counselor, Landisville Intermediate Center from January 28, 2021 through March 12, 2021
- i. Approval to grant a Leave of Absence to Kyle A. Kasabo, Teacher - Grade 6, Mountville Elementary School from March 15, 2021 to April 21, 2021
- j. Approval to grant a Leave of Absence to Angela L. Kramer, Security & Telecom Coordinator, Landisville Education Center from January 8, 2021 through January 20, 2021
- k. Approval to amend a Leave of Absence for Laurie A. Martin, Paraeducator, Centerville Elementary School from September 16, 2020 through January 19, 2021 to September 16, 2020 through June 4, 2021

- l. Approval to grant a Leave of Absence to Jennifer L. Natale, Custodian, Hempfield High School from January 22, 2021 through February 12, 2021
  - m. Approval to grant a Leave of Absence to Kathryn R. Owen, Teacher - Grade 5, Landisville Intermediate Center from January 29, 2021 through April 23, 2021
  - n. Approval to amend a Leave of Absence for Lauren S Troop, Paraeducator, Hempfield High School from August 25, 2020 through January 19, 2021 to August 25, 2020 through June 4, 2021.
  - o. Approval to grant an Intermittent Leave of Absence to Jennifer Zolenas West, Supervisor - Special Education, Administration Building from January 4, 2021 to January 4, 2022
  - p. Approval to grant an Intermittent Leave of Absence to Lars K. White, HV Technician/ Security, Maintenance Building from January 7, 2021 through January 7, 2022
  - q. Approval to grant a Leave of Absence to Janella M. Wolpert, Teacher - Learning Support, East Petersburg Elementary School from February 8, 2021 through April 30, 2021
  - r. Approval to grant a Leave of Absence to Karen E. Wynn, Cafeteria Manager, Farmdale Elementary School from November 23, 2020 through January 22, 2021
4. Certified Positions
- a. Approval to employ Vanessa G. Andes as Certified School Nurse, Hempfield High School, effective date to be determined, provisionally according to federal and state law regulations. Ms. Andes will be placed on Step 1, Bachelor's, in accordance with the Collective Bargaining Agreement. Ms. Andes is a graduate of East Stroudsburg University and is certified in School Nurse PK-12. (NEW)
  - b. Approval to appoint Lauren M. Lewis to act as a mentor for the second half of the 2020-2021 school year, compensated in accordance with the Collective Bargaining Agreement
  - c. Approval to employ Stephanie L. Strous as .7 Librarian, Landisville Intermediate Center, effective January 13, 2021, provisionally according to federal and state law regulations. Ms. Strous will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Strous is a graduate of Mansfield University and is Certified in Library Science PK-12 and French PK-12. (REPLACEMENT)
5. Support Staff Employments
- a. Approval to employ Roger L. Moist as Full-Time Custodian Building Supervisor at Centerville Middle School, effective date to be determined, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2020-2021 (REPLACEMENT)

- b. Approval to employ Maylene Rivera Vazquez as Part-Time General Food Service Worker at Hempfield High School, effective date to be determined, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2020-2021 (NEW)
- c. Approval to employ Cynthia Smith as Part-Time Personal Care Assistant at Centerville Elementary School, effective December 14, 2020, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2020-2021 (NEW)

6. Support Staff Transfers

- a. Approval to transfer Stephen Brosey from Part-Time General Food Service Worker at Hempfield High School to Part-Time General Food Service Worker at Farmdale Elementary School effective January 4th, 2021
- b. Approval to transfer Mary Hanna from Part-Time General Food Service Worker at Centerville Elementary School to Part-Time General Food Service Worker at Rohrerstown Elementary School effective December 21st 2020
- c. Approval to transfer Abbey G. Miller from Full-time Personal Care Assistant at Mountville Elementary School to Full-time Paraeducator at Mountville Elementary School effective August 25, 2020. (REPLACEMENT)

7. Substitute Positions

- a. Approval to employ Ellen Hixson as a Long-Term Substitute Art Teacher, Hempfield High School, effective December 15th, 2020 through March 13th, 2021, provisionally according to federal and state law regulations. Ms. Hixson will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Hixson is a graduate of Kutztown University and is certified in Art PK-12 (REPLACEMENT)
- b. Approval to employ John E. Myers as a Long-Term Substitute Business Education Teacher, Hempfield High School, effective January 21st, 2021 through June 7th, 2021, provisionally according to federal and state law regulations. Mr. Myers will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Mr. Myers is a graduate of York College and is Certified in Business, Computer, Information Technology. (REPLACEMENT)
- c. Approval to employ the following individuals as PA Certified Substitute Teachers for the 2020-2021 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate
  - 1.) Makaila Campo .....effective date to be determined
  - 2.) Keara Higgins .....effective date to be determined
  - 3.) Mary Jackubowski .....effective January 11, 2021
  - 4.) Olivia Jones .....effective February 8, 2021
  - 5.) Elizabeth Thurber .....effective January 28, 2021

- d. Approval to employ the following individuals as Hempfield Emergency Certified Substitute Teachers for the 2020-2021 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate
  - 1.) Erick Hershey ..... effective January 4, 2021
  - 2.) Claire E. Lee ..... effective January 4, 2021
  - 3.) Lindsey M. Zulkosky..... effective date to be determined
- e. Approval to employ Linda Cameron as Substitute Clerical Aide for the 2020-2021 school year, effective date to be determined, provisionally according to federal and state law regulations, compensated at the current substitute rate
- f. Approval to employ Colin Seitz as a Substitute Elementary Building Aide effective January 11, 2021
- g. Approval to employ Susan Howells\*\* as a Substitute General Food Service Worker, pending completion of all new hire requirements

\*\*Denotes current Hempfield employee

8. Extracurricular Positions

- a. Approval to employ Kevin M. Bower as Building Technology Coach at Landisville Intermediate Center for the 2020-2021 school year.
- b. Approval to employ Kathryn R. Owen as Building Technology Coach at Landisville Intermediate Center for the 2020-2021 school year.
- c. Approval to accept the resignation of Jean E. Nendza from the extracurricular position of Junior High Track Assistant Coach, HHS, effective December 4, 2020.

9. Other

- a. Approval of a title change for M. Gregory Bierly from Manager, Performing Arts Center to Coordinator, Performing Arts Center, effective January 13, 2021
- b. Approval of a title change for Kathryn C. Miller from Administrative Assistant to the Superintendent to Executive Assistant to the Superintendent, effective January 13, 2021

B. Financial Items

- 1. Approval of the following contracts (reference attachments)
  - a. App-Techs Corporation to purchase and install a Visual & Audible Alert System to tie into the notification system
  - b. Bachman's Roofing, Building & Remodeling, Inc. for roof repair in the lobby area of the Centerville Elementary School gymnasium

- c. Bachman's Roofing, Building & Remodeling, Inc. for roof repair above the Centerville Middle School gymnasium due to rubber roof pulling away from the surface
  - d. CDW Government for acceptance of eRate bid for 2021-2022 school year
  - e. CNI Sales for eRate acceptance of Extreme Network switches for the 2021-2022 school year
  - f. Eastern Diversified Services for building disinfecting services at Hempfield High School
  - g. Houck & Company, Inc. to complete flashing and brick repairs on the Administration Building
  - h. Lancaster County Career & Technology Center (LCCTC) for Hempfield School District to provide transportation services to LCCTC - contract term is August 25, 2020 to June 1, 2021
  - i. Micro Technology Group Inc. yearly renewal for Barracuda email archiving appliance - contract term is January 26, 2021 to January 25, 2022
  - j. New Story tuition agreement for a student who transferred to New Story during the 2020-2021 school year
  - k. Procision Services, Inc. for proposal to replace the existing frame of door D2 at Landisville Middle School and reinstall existing doors and hardware with new exit device bottom latches, threshold, and seals
  - l. Trustmark Health Benefits, Inc. to provide online insurance enrollment (open enrollment module) for employees - effective July 1, 2021
2. Approval of Financial Report and Check Register for the month of December 2020 (reference attachments)
  3. Approval of the Food Services Financial Report and Check Register for the month of December 2020 (reference attachments)
  4. Approval to pay invoices from the Capital Reserve Fund - \$33,530.00 (reference attachment)
  5. Approval of budget transfers (reference attachment)
  6. Approval of Resolution Authorizing Proposed Preliminary Budget Display and Advertising for the 2021-2022 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 2021-2022 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 2021-2022 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.

C. Other Action Items

1. Approval of first reading of board policies (reference attachments)

- a. Policy 113.4: Confidentiality of Special Education Students
- b. Policy 201: Admission of Students
- c. Policy 824: Maintaining Professional Adult-Student Boundaries

2. Approval of second reading of board policies (reference attachments)

- a. Policy 113.1: Discipline of Students with Disabilities
- b. Policy 113.2: Behavioral Support Plan
- c. Policy 317.1: Educator Misconduct

3. Approval of a monetary donation to Hempfield School District from Dr. Purvi Patel and Dr. Nehal Patel, Rohrerstown Elementary School family, in the amount of \$4,000.00

4. Approval of a donation of \$100 in Giant gift cards to Hempfield School District from a district employee

\* 5. Approval to appoint Mark W. Brooks as a member of the Lancaster-Lebanon Joint Authority Board for a five-year term, effective January 1, 2021 to December 31, 2025

6. Approval of Resolution for Lancaster County Career and Technology (LCCTC) 2021-2022 Proposed Budget (reference attachment):

RESOLVED, that the Hempfield School District Board of School Directors hereby approves the Lancaster County Career & Technology Center's Proposed General Fund Budget 2021-2022, 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 (reference attachment)

7. Approval of the expulsion of student #20210061 from Hempfield School District for the remainder of the 2020-2021 school year, effective December 14, 2020. 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.

**XI. Adjournment**

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

**\* New Item or Change**