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

**AGENDA  
COMMITTEE MEETING  
OCTOBER 5, 2021**

**HEMPFIELD HIGH SCHOOL, PERFORMING ARTS CENTER  
200 STANLEY AVENUE  
LANDISVILLE, PA 17538  
7:00 PM**

***Executive Session – 5:45 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. Residents' Request to Address the Board (five-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. We also ask that comments refrain from identifying specific students or staff members by name. Residents and taxpayers who are interested in making public comments must complete the electronic registration form prior to 3:00 PM on the day of the meeting.

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

A. COVID Update

B. Calendar of Events

- \* Oct. 5, 2021 5:45 pm, Executive Session, 7:00 pm, School Board Committee Meeting, Hempfield High School, Performing Arts Center
- Oct. 12, 2021 TBD, Executive Session, 7:00 pm, School Board Regular Meeting Hempfield High School, Performing Arts Center
- Oct. 14, 2021 5:00 pm, Policy, Personnel and Legal Committee Meeting Hempfield High School, Performing Arts Center
- Oct. 26, 2021 5:00 pm, Joint Buildings and Grounds/Finance Committee Meeting Hempfield High School, Performing Arts Center
- Oct. 28, 2021 5:00 pm, Education and Programs Committee Meeting Administration Building, Public Board Room
- ~~Nov. 2, 2021 TBD, Executive Session, 7:00 pm, School Board Committee Meeting Hempfield High School, Performing Arts Center~~ cancelled
- Nov. 9, 2021 TBD, Executive Session, 7:00 pm, School Board Regular Meeting Hempfield High School, Performing Arts Center

C. Other

**VI. President's Report**

**VII. 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

### **VIII. Standing Committees**

- A. Buildings and Grounds - Mr. Merris/Mr. Donato/Mr. Wagner/Mr. Bard  
(information forthcoming)
  
- B. Education and Programs - Mrs. Johnston/Mr. Maurer/Mr. Merris/Mr. Bard  
(information forthcoming)
  
- C. Finance - Mr. Maurer/Mr. Keener/Mrs. Johnston  
(information forthcoming)
  
- D. Policy, Personnel and Legal - Mr. Smiley/Mr. Keener/Mr. Donato/Mrs. Johnston  
(reference attachment)

### **IX. Action Items (FOR DISCUSSION ONLY)**

- A. Personnel Items
  - 1. Resignations
    - a. Approval to accept the resignation of Jennifer Hoffmeier, Part-Time Personal Care Assistant, Landisville Primary Center, effective September 16, 2021
    - b. Approval to accept the resignation of Joshua Tawney Assistant Athletic Director effective November 1, 2021
  - 2. Leaves of Absence
    - a. Approval to grant a Leave of Absence to Kathleen M. Bair, Personal Care Assistant/Bus Monitor, Hempfield High School/Centerville Middle School from August 30, 2021 through September 10, 2021
    - b. Approval to grant a Leave of Absence to Samantha J. Cunningham, Teacher - Diagnostic Kindergarten, Landisville Primary Center from September 28, 2021 through October 1, 2021
    - c. Approval to grant a Leave of Absence to Lisa R. Gingerich, Teacher - Speech, Mountville Elementary School from November 7, 2021 through December 17, 2021
    - d. Approval to amend a Leave of Absence to Jonelle M. Hamaker, Food Service Worker, Centerville Elementary School from August 24, 2021 through September 17, 2021 to August 24, 2021 through September 28, 2021

- e. Approval to grant a Leave of Absence to Holly L. Hoover, Food Service Worker, Mountville Elementary School from September 28, 2021 through October 1, 2021
- f. Approval to grant a Leave of Absence to Rachel J. Marquez, Food Service Worker, Landisville Primary Center from September 17, 2021 through October 17, 2021
- g. Approval to grant an Intermittent Leave of Absence to Linda K. Miller, Teacher - Health & PE, Hempfield High School from August 18, 2021 through August 18, 2022
- h. Approval to grant a Leave of Absence to Jill A. Tankesley, Teacher - ESL, Landisville Middle School from August 30, 2021 through September 17, 2021

### 3. Certified Positions

Approval to employ Stephanie M. Jensen as a Certified Employee with a Temporary contract, effective October 4, 2021, provisionally according to federal and state regulations. Ms. Jensen will be placed on Step 1, Master's in accordance with the Collective Bargaining Agreement. Ms. Jensen is a graduate of Millersville University and Wilmington University and is Certified in Elementary PK-4, 5-6 and Grades 4-8 (All Subjects 4-6, ELA and Reading 7-8)(NEW) Assignment: Grade 5 Teacher at Mountville Elementary School

### 4. Certified Staff Transfers

Approval to transfer Alexandra E. Kambourglos from Reading Specialist at Landisville Intermediate Center to Reading Specialist at Mountville Elementary School effective September 28, 2021.

### 5. Support Staff Employments

- a. Approval to employ Kelsey L. Byers as a Full-Time In School Suspension Aide, 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 2021-2022 (REPLACEMENT)
- b. Approval to employ Brenda L. Eichelman as Elementary Building Aide, Farmdale Elementary School, effective September 28, 2021, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2021-2022 (REPLACEMENT)
- c. Approval to employ Tracy E. Hedrick as Guidance Secretary, Hempfield High School, effective September 27, 2021, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2021-2022 (REPLACEMENT)

- d. Approval to employ Vanessa Hopkins as a Full-Time Personal Care Assistant, 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 2021-2022 (REPLACEMENT)
  - e. Approval to employ Sandra A. Siglin as a Full-Time Personal Care Assistant, East Petersburg Elementary School, effective date to be determined, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2021-2022 (REPLACEMENT)
6. Support Staff Transfers
- a. Approval to transfer Carol A. Dommel from Administrative Assistant to the CFO/COO to Administrative Assistant to the Assistant Superintendent effective September 15, 2021
  - b. Approval to transfer Maresa A. Heeks from Part-Time Personal Care Assistant at Rohrerstown Elementary School to Full-Time Personal Care Assistant at Rohrerstown Elementary School, effective October 4, 2021 (NEW)
  - c. Approval to transfer Ranita N. Hurst from Full-Time Paraeducator at Hempfield High School to Full-Time ESL Aide at Hempfield High School, effective date to be determined
  - d. Approval to transfer Denise A. Smith from Building Aide at Centerville Elementary to Library Aide at Centerville Elementary/Farmdale Elementary/Mountville Elementary/East Petersburg Elementary/Rohrerstown Elementary, effective September 29, 2021
7. Substitute Positions
- a. Approval to employ Rachel A. Smith as a Long-Term Substitute Grade 3 Teacher, Mountville Elementary School, effective September 20, 2021, provisionally according to federal and state law regulations. Ms. Smith will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Smith is a graduate of Millersville University and is certified in Elementary K-6. (REPLACEMENT) Assignment: Long Term Sub Grade 3 at Mountville Elementary School
  - b. Approval to employ the following individuals as PA Certified Substitute Teachers for the 2021-2022 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate:
    - 1.) Samuel Zatkow ..... effective September 28, 2021

- c. Approval to employ the following individuals as Hempfield Emergency Certified Substitute Teachers for the 2021-2022 school year, provisionally according to federal and state law regulations, compensated at the current substitute rate
  - 1.) Rebecca Durett..... effective September 14, 2021
  - 2.) Christina Perri..... effective September 16, 2021
  - 3.) Tris Shengio ..... effective September 21, 2021
  
- d. Approval to employ the following individuals as Substitute Health Room Nurse for the 2021-2022 school year, compensated at the current substitute rate
  - 1.) Jean Fellin..... effective September 15, 2021
  
- e. Approval to employ the following individuals as Substitute Custodians for the 2021-2022 school year, compensated at the current substitute rate:
  - 1.) Thomas Hance..... effective September 20, 2021
  
- f. Approval to employ the following individuals as Substitute Personal Care Assistant for the 2021-2022 school year, compensated at the current substitute rate:
  - 1.) Jennifer Hoffmeier.....effective September 17, 2021
  
- 8. Extracurricular Positions
  - a. Approval to appoint Tricia R. Erb as Girls Basketball Volunteer Coach for the 2021-2022 school year, provisionally according to federal and state law regulations, pending the District's ability to remain open, whether such activities are consistent with guidelines by the state, local and federal governments surrounding social distancing, and general participation, compensated in accordance with the Collective Bargaining Agreement.
  
  - b. Approval to employ Jennifer L. Landis to the extracurricular position of Science Fair Advisor at Landisville Middle School for the 2021-2022 school year
  
  - c. Approval to employ Austin Miller as Assistant Varsity Wrestling Coach for the 2021-2022 school year, provisionally according to federal and state law regulations, pending the District's ability to remain open, whether such activities are consistent with guidelines by the state, local and federal governments surrounding social distancing, and general participation, compensated in accordance with the Collective Bargaining Agreement.
  
  - d. Approval to employ Kristin B. Peifer to the extracurricular position of Science Fair Advisor at Landisville Middle School for the 2021-2022 school year

- e. Approval to employ Matthew S. Ruhl as Assistant Jr High Wrestling Coach for the 2021-2022 school year, provisionally according to federal and state law regulations, pending the District's ability to remain open, whether such activities are consistent with guidelines by the state, local and federal governments surrounding social distancing, and general participation, compensated in accordance with the Collective Bargaining Agreement.
- f. Approval to accept the resignation of Kathryn N. Rohrbaugh as the Swimming Head Coach and the Unified Track Head Coach, effective September 16, 2021

B. Financial Items

- \* 1. Approval of the following contracts (reference attachments)
  - a. BoardDocs document management system software for School Board Meeting agendas
  - \* b. Concord Theatricals, TAMS-WITMARK musical agreement for performing rights license for the high school musical, The Wizard of Oz
  - c. Dauphin DataCom for administration building cabling project – Option II
  - \* d. Lancaster-Lebanon Intermediate Unit 13 agreement to provide professional development in-service sessions
  - e. Lancaster-Lebanon Intermediate Unit 13 agreement to provide Title I services for Hempfield resident students who are academically qualified, but attend non-public schools for school year 2021-2022
  - \* f. Pepsi Beverage Company for vending, dining, retail, athletic, and concession services across the District, effective July 1, 2021 – June 30, 2023
- 2. Approval of Financial Report and Check Register for the month of September 2021 (information forthcoming)
- 3. Approval of the Food Services Financial Report and Check Register for the month of September 2021 (information forthcoming)
- 4. Approval to pay invoices from the Capital Reserve Fund (information forthcoming)
- 5. Approval of budget transfers (information forthcoming)

C. Buildings and Grounds Items

- \* Approval for the Administration to enter into an agreement with PA Classics for the placement of a Rugby shed on the Centerville campus. PA Classics will be responsible for obtaining all necessary permits and covering all costs associated with the purchase, installation, and ongoing maintenance of the shed.

D. Other Action Items

1. Approval of first reading of board Policy 006: Meetings (reference attachment)
2. Approval to retire board Policy 919: District/School Report Cards (reference attachment)
3. Approval to appoint the following as attendance officers for Hempfield School District for the 2021-2022 school year:
  - a. Melvin A. Frye, Jr
  - b. Bridget A. Martin
  - c. Aleda C. Risser
4. Approval for the wrestling team and coaches to attend the following overnight trips for tournaments
  - a. Mill Hall, Pennsylvania from December 17-18, 2021
  - b. Bethlehem, Pennsylvania from December 27-29, 2021
  - c. Berlin, Maryland from January 14-15, 2022

**X. Adjournment**

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

**\* New Item or Change**

Highlighted items were approved at this meeting.