

**HEMPFIELD SCHOOL DISTRICT
200 CHURCH STREET
LANDISVILLE, PENNSYLVANIA
COMMITTEE MEETING MINUTES
MARCH 5, 2019**

The Committee Meeting of the Hempfield School Board was held on Tuesday, March 5, 2019, in the Public Board Room at the Hempfield School District Administration Building, 200 Church Street, Landisville, Pennsylvania 17538. The following members were present: Adam Aloisi, Michael Donato, Daniel K. Forry, Linda Johnston, Grant Keener, Jim Maurer, Charles Merris, Bill Otto, and Chris Smiley. Also present: Michael Bromirski, Superintendent; Maria Hoover, Assistant Superintendent; Tab Musser, Assistant Superintendent; Daniel L. Forry, School Board Secretary/ Chief Operating Officer; Sheryl Pursel, Assistant School Board Secretary/Director of Finance; Randy E. Smith, Director of Human Resources; Shannon Zimmerman, Director of Communications; Michael Graham, Director of Technology; and Kathy Miller, Recording Secretary. There were 17 people in the audience. A reporter was present.

Mr. Otto called the meeting to order at 7:04 pm. Mr. Otto stated that the school board met in executive session immediately prior to this evening's meeting at 5:00 pm to discuss two legal matters, two student discipline matters, and collective bargaining. Mr. Otto led the Pledge of Allegiance.

RESIDENTS' REQUEST TO ADDRESS THE BOARD (5-minute limit)

None

STUDENT RECOGNITION

Mr. Bromirski gave a brief summary of the National Merit Program and the process that students go through to become a National Merit Finalist. Mr. Otto and Mr. Bromirski went to the front of the room to present certificates to the following National Merit Finalists:

Bronwyn Meldrum
Adeet A. Parikh
William H. Yaeger V
Ryan H. Zhang

Mr. Bromirski and Mr. Otto congratulated the students and acknowledged the parents who were in the audience. Mrs. Zimmerman took a group photo.

SUPERINTENDENT'S REPORT

Mr. Bromirski said that Ms. Drue Feilmeier, Director of Curriculum, passed away today. He shared that we lost a great friend, colleague, and strong advocate for public education. He shared some of her educational accomplishments and also said what a privilege it was to work side-by-side with someone whose passion for education was extremely contagious. He said it was so enjoyable to not only work with her, but learn from her. She has truly made a lasting impact on the lives of many students and educators as a result of her work and all who knew her will

forever be grateful that she was part of the Hempfield family. Mr. Maurer added that he will miss her infectious smile, enthusiasm for education, and her love for interacting with students.

Mr. Bromirski called on Mr. Daniel L. Forry, COO, who gave a transportation update. He shared what was reviewed at the January finance committee meeting. He listed eight bullet points about the STA (Student Transportation of America) contract. He gave estimated STA Contract costs showing the costs from 2018-2019 through 2012-2024, noting that it will be a 2.35% average increase over five years. He explained what has happened since the finance committee meeting on January 23 and highlighted that the three-year propane contract will be on the April agenda for a vote. He gave recommendations for three voting items that will be on the March 12 board agenda. (Details of this presentation may be found on the school board webpage under March Documents).

Mr. Bromirski introduced Ms. Denise Galen, Director of Special Education, who gave a presentation on Special Education. She began by going over the services that the Hempfield Special Education Department provides. She explained that they use contracted services from IU13, private agencies, or private schools and she listed the current contracted services that are being used. She explained that they use contracted services when there are not enough students using the services to operate a classroom within the district, but she said they constantly evaluate the number of students using these contracted services. She went on to levels of support and explained the difference between itinerant (most students fall in this category), supplemental and full-time support. She gave a historical review of special education and regular education enrollment from 2015-2016 through 2018-2019. She gave a breakdown of the special education classes within the district, showing the number of classes and which buildings the classes are in. She listed each staff position within the Special Education Department, sharing how many staff members they currently have and what their roles are. She also listed non-district support personnel who are currently working in the school district. She talked about extra considerations for students with IEPs, under Chapter 4. She will be giving another presentation in April that will cover budget development, projections for next year, and department needs. There were some questions from board members and Ms. Galen answered those questions. (Details of this presentation may be found on the school board webpage under March Documents.)

Mr. Bromirski introduced Mr. Randy Smith, Director of Human Resources and he introduced Mrs. Katie Weber, Human Resources Coordinator. They gave an update on District Staffing. Mr. Smith began by giving a breakdown of the current Hempfield School District staff by group. He presented a summary of resignations and retirements and he talked about turnover for all groups. Mrs. Weber gave a comparison between 2017-2018 and 2018-2019 on positions filled. She showed the openings that must be filled for 2019-2020. She talked about different types of leaves of absence and showed the numbers from 2017-2018 through to 2019-2020. She shared the staffing roles in the Human Resources Department and gave an example of hiring from the receipt of an applicant's resume/application through to board approval and the employee's start date. She shared ways that they advertise open positions. Mr. Smith went over the next steps for Human Resources moving forward. They are already working on staffing needs for 2019-2020. (Details of this presentation may be found on the school board webpage under March Documents.)

Mr. Bromirski presented a draft of the 2019-2020 Hempfield School District calendar for next school year. He said that he has solicited feedback from several groups, such as, principals, department leaders, SPAC (Superintendent-Parent Advisory Council), and the Professional Development Committee. He said there are three snow make-up days built into the calendar.

They will be seeking board approval of the school calendar next week at the March 12 school board meeting. Mr. Maurer asked about online curriculum days through PDE. Mrs. Hoover has looked into this and she shared that the process for online curriculum days are in a pilot program right now and they are not adding any new schools to the pilot program at this time. PDE has told her that things are at a standstill right now.

Mr. Bromirski and Dr. Musser shared that the Hempfield Brain Buster Team has qualified for the national competition in Atlanta, GA and they will be requesting school board approval for an overnight trip in May. Mr. Bromirski said unless there are any objections from board members, they will give them the go ahead to register the team for this trip. This trip will be on the March 12 board agenda for a vote. There were no objections.

Mr. Bromirski thanked Ms. Missy Paup, Mountville Elementary School Teacher, for providing the board members and administrators with a ticket for the Hempfield Baseball First Pitch event. Mr. Maurer highly recommended attending this event.

Mr. Bromirski said there will be a voting item on next week's agenda for a Resolution authorizing the Superintendent to use an e-Signature on documents in the PDE system.

CALENDAR OF EVENTS

April 2, 2019	TBD, Executive Session, 7:00 pm, Committee Meeting Administration Building, Public Board Room
April 9, 2019	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
April 11, 2019	11:00 am, Board Policy Committee Meeting Landisville Education Center, Technology Training Room
April 16, 2019	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Board Conference Room
April 18, 2019	4:30 pm, Extracurricular Committee Meeting Administration Building, Board Conference Room
April 24, 2019	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
May 7, 2019	TBD, Executive Session, 7:00 pm, Committee Meeting Administration Building, Public Board Room
May 14, 2019	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room

Mr. Bromirski shared that the high school musical, Mary Poppins, was phenomenal and the entire cast did a wonderful job. He also mentioned that next week's school board meeting will be the annual Youth Art Month presentations.

PRESIDENT'S REPORT

No report

REPRESENTATIVE/ADJUNCT REPORTS

Lancaster County Career & Technology Center - Mr. Keener/Mr. Smiley – Mr. Keener said the JOC (Joint Operating Committee) met last week at the Mount Joy campus for their regular monthly meeting and one item of note was that the LCCTC operates on a year-to-year budget and they want to explore the concept of a fund balance model budget. He said at some point they are going to ask school districts to vote on this transition. He welcomes board members' thoughts and feedback regarding this change. Mr. Maurer asked Mrs. Pursel to let the board members know how much the LCCTC refund has been for the last two years along with the total contributions.

Hempfield Area Recreation Commission (HARC) – Mr. Aloisi was unable to attend the board meeting, but noted that HARC is working on a contract with West Hempfield Township to take over maintenance responsibility for its network of park facilities. The amended and restated intergovernmental cooperation agreement was signed. The women's locker room is being renovated.

Lancaster-Lebanon IU 13 - Mr. Merris – Mr. Merris shared information about extended-school year opportunities. He mentioned Senate Bill 34 that would have families pay for cyber schools, not the school districts. Mr. Donato said there are actually two bills Senate Bill 34 and House Bill 526. He explained that this would require families to pay tuition to attend cyber schools if their home school district offers a cyber-based program. Mr. Bromirski said the wording on this is vague. He will try and gather more information at the Open Campus PA meeting this week.

Curriculum Liaison - Mr. Maurer/Ms. Johnston – Mrs. Johnston said they had a department leaders meeting at the end of February. They went over grading and reporting, the current AIS (Alternate In-Service) recording form, training on PowerSchool, in-service plans, CARC (Curriculum Audit & Revision Cycle), 2019 summer curriculum. Mr. Maurer asked everyone to keep the Feilmeier family in their hearts and prayers. Ms. Feilmeier's celebration of life service will be at the end of March.

Safety and Security - Mr. Otto said the next meeting will be on March 13 and they will be discussing technological upgrades for the buses.

PSBA Liaison - Mr. Donato/Mr. Merris – Mr. Donato said his report was combined with the IU13 report.

Mr. Daniel K. Forry noted that the fee of the IU13 Legislative Breakfast has been reduced to \$15.00.

STANDING COMMITTEES

Buildings and Grounds - Mr. Otto/Mr. Donato/Mr. Forry/Mr. Merris – Mr. Otto said they met on February 19. They discussed the following topics: proposals for touch-up painting and water testing for lead, transitioning MSDS books to online access, unsuccessful search for a district

electrician, radio improvements, phone services, capital reserve plan, signage across the Landisville campus, and future projects.

Finance - Mr. Maurer/Mr. Aloisi/Ms. Johnston/Mr. Keener – Mr. Maurer said they are working on the budget and will continue to work on it over the next two months. The district had great results with the recent bond refinancing.

Extracurricular - Mr. Forry/Mr. Merris/Mr. Smiley – Mr. Forry said he will give his report next week.

Board Policy - Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener – Mr. Smiley said the February meeting was a healthy discussion on cell phones and was well attended. They discussed cell phone procedures at the elementary school, middle school and high school levels. He said the topic still needs more discussion, but this was a good starting point.

Technology – Mr. Maurer shared that Mr. Donato and he will be joining administrators on a trip to Apple headquarters in Virginia on March 25-26.

ACTION ITEMS – DISCUSSION ONLY

PERSONNEL ITEMS

Board members asked for clarification on the change of status of the curriculum support specialist to administrative assistant position. It was noted that the Director of Curriculum position has been dropped and another Assistant Superintendent position has been added. The administrative support position is changing because of this change.

FINANCIAL ITEMS

No discussion

OTHER ACTION ITEMS

Mr. Daniel K. Forry asked if female coaches or chaperones will be going on the track and field team overnight trip. Dr. Musser will check into this and follow-up.

ADJOURNMENT

Mr. Forry motioned to adjourn the meeting and Mr. Keener seconded the motion. Motion passed unanimously. Mr. Otto adjourned the meeting at 8:45 pm.

Daniel L. Forry
Board Secretary