

**HEMPFIELD SCHOOL DISTRICT  
200 CHURCH STREET  
LANDISVILLE, PENNSYLVANIA  
REGULAR MEETING MINUTES  
MARCH 12, 2019**

The Regular Meeting of the Hempfield School Board was held on Tuesday, March 12, 2019, in the Public Board Room of the Hempfield School District Administration Building, 200 Church Street, Landisville, Pennsylvania 17538. The following board members were present: Adam Aloisi, Mike 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; Shannon Zimmerman, Director of Communications; Randy E. Smith, Director of Human Resources, Jeff Swarr, Operations Technology Coordinator; Kathy Miller, Recording Secretary. There were 35 people in the audience.

Mr. Otto called the meeting to order at 7:05 pm. He stated that Board met in executive session immediately prior to this school board meeting to discuss two legal issues and collective bargaining. Mr. Otto led the Pledge of Allegiance.

Mr. Bromirski welcomed everyone who was in the audience and introduced Mr. Brian Lehman, K-12 Art Supervisor, who led the Youth Art Month presentation. He said this annual event started about 30 years ago. He introduced and thanked the art teachers that were present at the meeting. He thanked the school directors and the administrators for their support of the arts. He showed a video that highlighted the students and their love of art. There were 18 students who presented the School Directors and the Leadership Team members with a piece of art that they can enjoy in their home or office for a year. As each student came forward, they retrieved their artwork and presented it to the recipient who drew their name. Mr. Lehman read a brief paragraph that each student had written. Ms. Zimmerman took photos. Mr. Bromirski thanked the students, parents and teachers.

**Mr. Keener made a motion, seconded by Mr. Merris** to approve the agenda incorporating additions/deletions.

**Vote: "Aye" 9; "Nay" 0; Motion passed.**

**Mr. Donato made a motion, seconded by Mrs. Johnston** to approve the minutes of the Committee Meeting held on February 5, 2019 and the Regular Meeting held on February 12, 2019.

**Vote: "Aye" 9; "Nay" 0; Motion passed.**

**Youth Art Month  
Presentations**

**Approval of the  
Agenda**

**Approval of the  
Minutes**

**RESIDENTS' REQUEST TO ADDRESS THE BOARD**

None

**SUPERINTENDENT'S REPORT**

Mr. Michael Bromirski, Superintendent, introduced Mr. Andrew Jordan, HHS Student Council President. Two student council officers could not attend the school board meeting because of Dance Theatre rehearsal, so three student council representatives came with him to the meeting. They shared that they are starting to wind down for the school year. They are preparing for the student council elections for 2019-2020. They shared information on the very successful food drive. Mr. Donato volunteers at the Hempfield Area Food Pantry and he shared how impressive the food collection was and how much the food is appreciated and needed. Mr. Merris said how much everyone enjoyed the HHS Musical, Mary Poppins. The school directors wanted to personally congratulate Miss Katie White, HHS Student Council Vice President, on her performance as Mary Poppins, but since she was unable to come to the meeting, they asked Mr. Jordan to give her the message.

Mr. Bromirski asked Mrs. Maria Hoover, Assistant Superintendent, to introduce Dr. Cathi Fuhrman, K-12 Library Supervisor, who was at the meeting for a Library Update. She began with the vision and mission statements for the school district and the library. She explained what makes strong, effective school libraries. She shared six ways that the community is connected to the library. She shared a graphic on the changing role of the school librarian. She gave some examples that showed what school libraries look like today. She added that they are active, engaging, messy, and noisy and the library is a place where students feel safe. She went over the current elementary and secondary library programs. She shared short-term and long-term goals for the K-12 Library Program. She concluded with celebrations. There were some questions from school directors and Dr. Fuhrman answered those questions. (Details of this presentation are posted to the school board webpage under March documents)

Mr. Bromirski introduced Mrs. Sheryl Pursel, Director of Finance, who gave a Budget Update. She reviewed the 2019-2020 Budget Development and Preliminary Budget Assumptions. She showed what is expected from PDE. She explained options for Act 1 and shared a chart that showed potential tax increases. She presented a chart on salaries and benefits and said they will be discussing this at future finance committee meetings. She gave a budget timeline beginning with budget discussions at the March finance committee meeting and ending with adoption of the final budget on June 30, 2019. She concluded with talking points that will be discussed at the March finance committee meeting. (Details of this presentation are posted to the school board webpage under March documents)

**Residents'  
Request to  
Address the  
Board**

**Superintendent's  
Report**

Mr. Bromirski introduced Mrs. Maria Hoover, Assistant Superintendent, who gave a brief overview of her 2018-2019 goals, which are aligned with the new Comprehensive Plan. She said her goals will grow the remainder of this year and next year. She presented her goals and explained each one. Mr. Donato shared that he would like to see at least one measurable goal and Mr. Merris agreed. Mr. Bromirski said they will work towards that. Mrs. Johnston asked Mrs. Hoover to explain the achievement gap. (Mrs. Hoover's goals and action steps will be posted to the website on the Assistant Superintendents' webpage.)

Mr. Bromirski gave a brief update on the new Comprehensive Plan that officially begins on July 1, 2019. He shared handouts of the vision and mission statements that he hopes will become visible and alive. The vision and mission Statements will hang in all classrooms and school buildings in the district. He thanked Ms. Shannon Zimmerman and Ms. Kim Snyder in the Communications Department for their help with the vision and mission statements. The administrators are working on several ideas to roll out the new Comprehensive Plan, including sharing it with students and staff and producing videos to bring the plan to life at various levels.

#### **CALENDAR OF EVENTS**

Mr. Bromirski highlighted upcoming committee meetings and encouraged the school directors to attend the art shows in the school buildings this spring.

March 12, 2019	6:00 pm, Executive Session, 7:00 pm, Regular Meeting Youth Art Month Administration Building, Public Board Room
March 14, 2019	11:00 AM, Board Policy Committee Meeting Landisville Education Center, Tech Training Room
March 19, 2019	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Board Conference Room
March 28, 2019	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
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

#### **Calendar of Events**

<p><b>PRESIDENT'S REPORT</b></p> <p>no report</p> <p><b>REPRESENTATIVE/ADJUNCT REPORTS</b></p> <p>Lancaster County Career &amp; Technology Center (LCCTC) – no report</p> <p>Lancaster-Lebanon IU13 - Mr. Merris – no report</p> <p>Hempfield Area Recreation Commission - Mr. Aloisi – no report</p> <p>Curriculum Liaison - Mr. Maurer/Ms. Johnston - Mr. Maurer thanked Dr. Fuhrman for her library update.</p> <p>Safety and Security - Mr. Otto said the next meeting is tomorrow, March 13 at 3:30 pm.</p> <p>PSBA Liaison – Mr. Donato/Mr. Merris – Mr. Donato directed the school director's attention to a PSBA booklet that was at their seat. He said he has heard the state budget should pass on time.</p> <p><b>STANDING COMMITTEES</b></p> <p>Buildings and Grounds – Mr. Otto/Mr. Donato/Mr. Forry/Mr. Merris – no report</p> <p>Finance – Mr. Maurer/Mr. Aloisi/Ms. Johnston/Mr. Keener – Mr. Maurer commented on the nationwide employer contribution to retirement.</p> <p>Extracurricular – Mr. Forry/Mr. Merris/Mr. Smiley – Mr. Forry said they discussed the Hall of Fame, Board Policy 915: School-Affiliated Organizations, student overnight trips and adequate adult supervision, results of the Keystone Cup Competition, HHS Musical - Mary Poppins, and the upcoming Dance Theatre - Legacy. The next meeting is April 18.</p> <p>Board Policy – Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener – Mr. Smiley said the next meeting is March 14 at 11:00 am in the Landisville Education Center's technology training room.</p> <p>Technology - Mr. Maurer/Mr. Donato - Mr. Maurer – Mr. Maurer said they are visiting Apple in Virginia on March 25.</p> <p><b>ACTION ITEMS</b></p> <p><b>PERSONNEL ITEMS</b></p> <p><b>Mr. Donato made a motion, seconded by Mr. Merris</b> to approve the following personnel items:</p>	<p><b>President's Report</b></p> <p><b>Representative/Adjunct Reports</b></p> <p><b>Standing Committees</b></p>
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<p>Retirements</p> <ul style="list-style-type: none"> <li>- Gayla L. Korn-Rhine, Full-time Custodian, Hempfield High School, effective August 31, 2019</li> <li>- Sylvia M. Sanders, Full-time Personal Care Assistant, Hempfield High School, effective March 29, 2019</li> </ul>	<p><b>Retirements</b></p>
<p>Resignations</p> <ul style="list-style-type: none"> <li>- Rebecca L. Doutrich, Full-time School Counselor, Hempfield High School, effective date is to be determined, but no later than April 14, 2019</li> <li>- Dianne M. Spangler, Part-time Food Services Employee, Rohrerstown Elementary School, effective February 13, 2019</li> <li>- Lisa G. Weber, Part-time Food Services Employee – Cashier, Landisville Middle School, effective March 15, 2019</li> <li>- Caroll Ann Zeamer, Full-time Clerical Aide, Landisville Intermediate Center, effective February 22, 2019</li> <li>- Lauren Gardill from the extracurricular position of Spelling Bee Coordinator, effective March 7, 2019</li> <li>- Sarah Hunt from the extracurricular position of Field Hockey Junior High Assistant Coach, effective March 12, 2019</li> </ul>	<p><b>Resignations</b></p>
<p>Leave of Absence</p> <ul style="list-style-type: none"> <li>- Eleanore Strassmann, Part-Time Food Services Employee, Hempfield High School, Special Sick Leave of Absence, effective February 4, 2019</li> </ul>	<p><b>Leave of Absence</b></p>
<p>Employments/Appointments</p> <ul style="list-style-type: none"> <li>- Deborah K. French as a Certified Full-time Employee with a temporary contract, effective March 13, 2019, provisionally according to federal and state law regulations. Ms. French will be placed on Step 2, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. French is a graduate of the University of Hartford and is certified in Art PK-12. (REPLACEMENT) <u>Assignment:</u> Full-time Gifted Support Teacher, Centerville Elementary School/East Petersburg Elementary School</li> <li>- Jennifer M. Miller to act as a mentor for a portion of the 2018-2019 school year, compensated in accordance with the Collective Bargaining Agreement</li> </ul>	<p><b>Contracted Position</b></p> <p><b>Mentors</b></p>

<ul style="list-style-type: none"><li>- Jessica L. Hartman as a Full-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 2018-2019 (NEW)</li><li>- Mong H. Nguyen as a Part-time Food Services Employee, Landisville Intermediate Center, effective February 19, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)</li><li>- Gretchen M. Sonne 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 2018-2019 (REPLACEMENT)</li><li>- Alicia L. Tverberg as a Part-time Paraeducator, Centerville Middle School, effective March 4, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (NEW)</li></ul>	<p><b>Support Staff Positions</b></p>		
<p>Transfer</p> <ul style="list-style-type: none"><li>- Shawna Hernandez, from Part-time Food Services Employee - Cashier, Centerville Elementary School to Part-time Food Services Employee – Line Server, East Petersburg Elementary School, effective March 13, 2019</li></ul>	<p><b>Transfers</b></p>		
<p>Substitute Positions</p> <ul style="list-style-type: none"><li>- PA Certified Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:<ol style="list-style-type: none"><li>1.) Soledad Y. Arroyo-Silva .... effective February 19, 2019</li><li>2.) Jennifer E. Geiselman ..... effective March 7, 2019</li><li>3.) Melissa L. Kreider ..... effective March 7, 2019</li><li>4.) Taylor Nyman..... effective February 19, 2019</li></ol></li><li>- Carolyn Miller as a Hempfield Emergency Substitute Teacher, effective February 19, 2019, provisionally according to federal and state law regulations, compensated at the current substitute rate</li><li>- Cora R. Minder as an IU13 Emergency Substitute Teacher, effective March 12, 2019, provisionally according to federal and state law regulations, compensated at the current substitute rate</li></ul>	<p><b>PA Certified Substitutes</b></p>	<p><b>Hempfield Emergency Substitutes</b></p>	<p><b>IU13 Emergency Substitutes</b></p>

- Jannette R. Abdelmalak as a Substitute Food Services Employee for the 2018-2019 school year, effective March 18, 2019, compensated at the current substitute rate
- Jennifer L. Hoffmeier as a Substitute Personal Care Assistant for the 2018-2019 school year, effective March 12, 2019, compensated at the current substitute rate
- Marcia A. Ricci to the following substitute positions, for the 2018-2019 school year, effective March 13, 2019:
  - 1.) Substitute Paraeducator
  - 2.) Substitute Personal Care Assistant
  - 3.) Substitute Clerical Aide
  - 4.) Substitute Elementary Building Aide
- Lisa G. Weber as a Substitute Food Services Employee - Cashier for the 2018-2019 school year, effective March 15, 2019, compensated at the current substitute rate
- Caroll Ann Zeamer as a Substitute Clerical Aide for the 2018-2019 school year, effective February 25, 2019, compensated at the current substitute rate
- Substitute Custodians for the 2018-2019 school year, effective date to be determined, compensated at the current substitute rate:
  - 1.) John Eulie
  - 2.) James Karkoska

Extracurricular Positions

- Extracurricular volunteer positions, effective for the 2018-2019 school year (unless otherwise noted), provisionally according to federal and state law regulations and receipt of all clearances:
  - 1.) David Espenshade .....Boys Lacrosse Volunteer Coach
  - 2.) Mariah Dimm.....Girls Soccer Volunteer Coach (2019-2020)
  - 3.) Joe Donnell ..... Boys Tennis Volunteer Coach
  - 4.)\*\*Mark Enoch .....Unified Track & Field Volunteer Coach
  - 5.)\*\*Karen Zutell .....Unified Track & Field Volunteer Coach
  - 6.)\*\*Brittany L. McMullen .....Boys Volleyball Volunteer Coach
- Extracurricular positions for the 2019-2020 school year, provisionally according to federal and state law regulations, compensated in accordance with the Collective Bargaining Agreement:

**Support Staff  
Substitute  
Positions**

**Extracurricular  
Positions for  
Volunteer  
Coaches**

**Extracurricular  
Positions for  
2019-2020  
school year**

<p>1.)**Kayla Kassees ..... Cheerleading Varsity Head Coach                  2.) Alyssa Stock ..... Cheerleading Varsity Assistant Coach</p> <p>- Laurel Hill to the extracurricular position of Ticket Sales Director for the remainder of the 2018-2019 school year, 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</p> <p style="padding-left: 40px;">**Denotes current Hempfield Employee</p> <p>Other</p> <p>- Change of Status for Joanne M. Jones, from Curriculum Support Specialist position (Pay Range 04) to Administrative Assistant to the Assistant Superintendent (Pay Range 02), effective January 4, 2019</p> <p><b>Vote: "Aye" 9; "Nay" 0; Motion passed.</b></p> <p><b>Mr. Maurer made a motion, seconded by Mr. Aloisi</b> to approve the following financial and other action items:</p> <p><b>FINANCIAL ITEMS</b></p> <ul style="list-style-type: none"> <li>- Financial Report and Check Register for the month of February 2019 (reference attachments)</li> <li>- Food Services Financial Report and Check Register for the month of February 2019 (reference attachments)</li> <li>- Invoices from the Capital Reserve Fund - \$51,082.00 (reference attachment)</li> <li>- Contracts (reference attachments):                         <ul style="list-style-type: none"> <li>▪ AJM Painting for three-year contract for touch-up painting across the district</li> <li>▪ Crown Castle for filing of eRate Form 471 for wide-area network connections and a service contract with Crown Castle from July 1, 2019 to June 30, 2024</li> <li>▪ Direct Energy to align the Landisville Intermediate Center and the Kauffman House accounts with other contracts to purchase electric using the IU13 Electric Procurement Program</li> <li>▪ Direct Energy for a three-year contract, beginning July 1, 2020, to continue the purchase of electric using the IU13 Electric Procurement Program</li> </ul> </li> </ul>	<p><b>Ticket Sales Director 2018-2019</b></p> <p><b>Change of Status Curriculum Support Specialist to Administrative Assistant</b></p> <p><b>Financial Report/Check Register</b></p> <p><b>Food Services Reports</b></p> <p><b>Capital Reserve Invoices</b></p> <p><b>CONTRACTS</b></p> <p><b>AJM Painting</b></p> <p><b>Crown Castle</b></p> <p><b>Direct Energy</b></p> <p><b>Direct Energy</b></p>
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<ul style="list-style-type: none"> <li>▪ Direct Energy for a three-year contract, beginning July 1, 2020, to continue the purchase of natural gas using the IU13 Natural Gas Procurement Program</li> <li>▪ Eaton Corporation for a three-year contract for Uninterruptible Power Supply (UPS) preventative maintenance service contract</li> <li>▪ ESRI, Inc. for a yearly renewal for Arc Map GIS License</li> <li>▪ Pure-Test Laboratory for recommended water sampling for lead across the school district</li> <li>▪ Student Transportation of America for a five-year contract renewal from July 1, 2019 through June 30, 2024 for student transportation</li> </ul>	<p><b>Direct Energy</b></p> <p><b>Eaton</b></p> <p><b>ESRI</b></p> <p><b>Pure-Test</b></p> <p><b>Student Transportation of America</b></p>
<p><b>OTHER ACTION ITEMS</b></p>	
<ul style="list-style-type: none"> <li>- Grant tenure to Rebecca L. Doutrich who has completed at least three years of satisfactory teaching service, effective January 22, 2019</li> </ul>	<p><b>Tenure</b></p>
<ul style="list-style-type: none"> <li>- Accept a donation of an Automatic External Defibrillator from the Peyton Walker Foundation</li> </ul>	<p><b>Donation - AED</b></p>
<ul style="list-style-type: none"> <li>- Students and coaches from the Track and Field Team to attend an overnight trip to the Penn Relays in Philadelphia, PA. The girls team will attend on April 24 and April 25, 2019 and boys team will attend on April 26 and April 27, 2019 (reference attachment)</li> </ul>	<p><b>Track and Field Overnight Trip</b></p>
<ul style="list-style-type: none"> <li>- Four students from the Hempfield Brain Busters Team and chaperones to attend an overnight trip to the national competition in Atlanta, GA on May 24 – May 26, 2019 (reference attachment)</li> </ul>	<p><b>Brain Busters Overnight Trip</b></p>
<ul style="list-style-type: none"> <li>- Hempfield School District 2019-2020 School Calendar (reference attachment)</li> </ul>	<p><b>2019-2020 School Calendar</b></p>
<ul style="list-style-type: none"> <li>- Resolution authorizing and directing the Hempfield School District Superintendent to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education by use of his electronic signature (reference attachment)</li> </ul>	<p><b>Resolution e-signature</b></p>
<ul style="list-style-type: none"> <li>- School dentists for the 2019-2020 school year:             <ul style="list-style-type: none"> <li>▪ Stefan F. Bender, DMD</li> <li>▪ Patricia Collins, DDS</li> <li>▪ Melissa Crognale, DMD</li> <li>▪ J. Steven Gibson, DDS</li> <li>▪ Thomas J. Sardina, DMD</li> </ul> </li> </ul>	<p><b>2019-2020 School Dentists</b></p>

- Contract between Hempfield School District and Columbia Borough School District for transportation services from July 1, 2019 to June 30, 2024 (reference attachment)
- Agreement with Tomlinson Bomberger, Market Street Sports Group and Hempfield School District for sponsorship of a sign at the Georgelis Law Firm Stadium. This is a one-year agreement from January 2019 to January 2020 for \$4,000 (reference attachment)

**Vote: "Aye" 9; "Nay" 0; Motion passed.**

**ADJOURNMENT**

Mr. Daniel K. Forry made a motion to adjourn the meeting and Mr. Keener seconded the motion. Motion passed unanimously. Mr. Otto adjourned the meeting at 8:40 pm.

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Daniel L. Forry  
Board Secretary

**Transportation  
Contract  
Columbia  
Borough SD**

**MSSG  
Tomlinson  
Bomberger**

**Adjournment**