The Committee Meeting of the Hempfield School Board was held on Tuesday, October 6, 2020, on a virtual meeting platform and at Hempfield High School in the Performing Arts Center. The following board members were present: Adam Aloisi, Dylan Bard, Mike Donato (virtual), Linda Johnston, Grant Keener, Jim Maurer (virtual), Charles Merris, Chris Smiley and Patrick Wagner. Also present: Michael Bromirski, Superintendent; Tab Musser, Assistant Superintendent; Mark Brooks, Chief Financial & Operations Officer; Sheryl Pursel, School Board Secretary/Director of Finance; Karen Hall, Director of Human Resources; Michael Graham, Chief Information Officer; Kathy Miller, Recording Secretary.

Mr. Grant Keener called the meeting to order at 7:05 pm. Mr. Keener stated that the school board met in executive session prior to this meeting to discuss one personnel matter.

Mr. Keener led the Pledge of Allegiance.

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

Vote: “Aye” 9; “Nay” 0; Motion passed.

RESIDENTS’ REQUEST TO ADDRESS THE BOARD (five-minute limit)

None

SUPERINTENDENT’S REPORT

Haven Update: Mr. Bromirski introduced Mr. Brendan Cregan, Principal of Landisville Education Center, who gave an update on the HAVEN Online Learning Education program. Mr. Cregan began by giving the history of the secondary HAVEN program from 2010 until the present. This school year, there have been minimal issues outside of the typical school year start-up with the secondary program. He moved onto the elementary HAVEN program, which is new to Hempfield this year. He shared the current enrollment numbers and the platform being used. He explained challenges that have been experienced since the beginning of this school year and shared how these challenges have been resolved. He explained the details and timeline regarding how students may transition to virtual learning and/or return to in-person learning. He went over the long-term considerations of the K-12 HAVEN program. Mr. Bromirski introduced Ms. Stacy Kain, Principal of Mountville Elementary School, who is doing her superintendent internship with him. She was in the audience and is researching how to build a Hempfield elementary cyber program where Hempfield teachers teach Hempfield online elementary students. When Ms. Kain completes her research, she will bring it back to the Board for consideration. Mr. Cregan thanked parents in the community who have contacted him and given him input and support, which has been appreciated and helpful. Dr. Musser thanked Accelerate Education and Lancaster-Lebanon IU13 for being responsive during the entire situation since the beginning of the school year.
Mr. Maurer requested that the performance of HAVEN be revisited in January to ensure that the district is achieving their standards of quality education. Mr. Maurer thanked Mr. Cregan and his team for their hard work on the HAVEN program. He also suggested that it may be in the district’s best interest to re-evaluate whether Hempfield will offer HAVEN and the virtual learning option for grades 1-3 in the future, because of how important it is for students in those grade levels to have personal interaction with the teacher. Dr. Musser said that they will gather data for a January HAVEN presentation. Details of this presentation may be found on the school board webpage under October 2020 documents.

**High School Credit for Middle School Courses:** Dr. Musser gave a presentation on High School Credit for Middle School Courses. He made a recommendation for middle school students completing Algebra 1b and World Language courses to earn high school credit if completed. Mr. Bromirski shared how important it is for the World Languages courses to be an opportunity for all students. Details of this presentation may be found on the school board webpage under October 2020 documents.

**COVID-19 Update:** Mr. Bromirski gave an update on where things stand regarding COVID-19. He thanked the staff, students and community for their vigilance adhering to the district’s health and safety protocols. He reviewed the three learning options. He said parents/guardians of HAVEN students and K-12 virtual learners must decide which learning option they will choose for the second marking period/trimester. Currently, 62 HAVEN students and 310 virtual learners are returning to in-person for the second marking period/trimester. That leaves 1,360 families who have not responded and will be contacted by the district staff.

Mr. Bromirski said he has had requests to be more transparent with the number of COVID cases in the district and other requests to share the number of COVID cases in individual buildings. He was told by a community member that there are people who believe the district is hiding large numbers of COVID cases in our district. He said that is simply not true.

Mr. Bromirski has consistently shared publicly that the district will share information when directed to do so by the PA Department of Health (PA DOH). This is how the district has consistently handled any medical issue that is reportable to the Department of Health (DOH). If there is school spread, meaning either Hempfield staff or the DOH individual can trace COVID diagnosis of student or staff members to an initial COVID case of a student or staff member, the district will communicate the information to the necessary individuals. This could be a classroom, a school or the entire district. To date, there has not been any school spread.

Every COVID case is unique and requires collaboration with the PA DOH. He appreciates how quickly individuals from the community have contacted school personnel related to a possible, probable or confirmed COVID-19 diagnosis. Sharing this information allows school officials to work in conjunction with the PA DOH and local health care professionals to keep our students and staff healthy and safe and to keep our schools open.

The district administrators are working to ensure that individuals’ privacy rights are protected. A COVID diagnosis is personal and it is always easier to say we should be sharing the information when we are not the one who is COVID positive. The natural reaction is to question who has received a positive diagnosis or who could have exposed students and staff to COVID-19. Regardless, individuals’ privacy rights must be respected. It takes courage for individuals to publicly share information that could cause others to question or judge them. Mr. Bromirski does not want individuals to withhold this important information for fear of how they may be treated by our community. He is asking everyone to show respect, empathy, compassion and support.
In an effort to make sure that they are not violating privacy rights (FERPA & HIPAA) district administrators continue to seek guidance from the solicitor. In addition, Mr. Bromirski has personally reached out to the US Department of Education’s Student Privacy Policy office and the PA Department of Health’s Legal Counsel’s office. After multiple conversations with an individual at the US Department of Education’s Student Privacy Office, he was told that they will not confirm or deny that there is a FERPA violation by announcing when a school reports a COVID case to the PA DOH. Rather, they have asked him to think about the following: Can a reasonable person within the school community identify the individual who is absent due to COVID-19 with reasonable certainty based on the information we release (whether the information is used in isolation or in combination with other available information)?

Mr. Bromirski was also able to speak to an Assistant Counsel within the PA Department of Health’s Legal Counsel’s office about releasing school-level data. He was told that they review the information and base their decision on the Disease Prevention Control Law. Their advice was to be mindful of whether or not the individuals are identifiable based on any information the district releases, but if data is released, it should be large scale data (i.e. zip code/ county).

Mr. Bromirski stated that this leaves us right where we started…no clear answer and we are left needing to make a decision that could cause a liability issue for the district. After all of this work and consultation, he is proposing to do the following moving forward:

- If we are made aware of a COVID-positive case, we will conduct contact tracing and continue to contact any parent/guardian if we believe someone needs to quarantine.
- We have received a sample letter from the PA DOH and PDE that we can use/adjust when there may have been a possible exposure, but we have not determined that student/staff member is a close contact. This may be within a classroom or group of students at an extracurricular activity
  - Our plan would be to email the letter to parents/guardians (who the student “lives with”) to inform them of the potential exposure but we do not believe their student is a close contact.
  - We would not distribute those letters directly to students.
  - By emailing it to the parent/guardian who lives with the student, this would allow the parent/guardian to discuss this with their student first (if they wish).
  - It will also serve as a reminder about the symptoms they should be monitoring for.
- If we conduct contact tracing and make a report to the PA DOH, we will update the box on our website
  - But remember, a yes does not always mean one case. It simply is stating that we conducted contact tracing and made a report to the DOH that day.
- We will update you, as a Board, at the first board meeting of the month with the total number of cases that we have been made aware of. This will be a district-wide number.
  - Hopefully, this will help reduce the amount of inaccurate reportings from individuals outside the district
- He also reiterated that if we have school spread, we will communicate the information on a broader scale. Again, this could be reporting to an entire classroom, a school, multiple schools, or the entire district.

Mr. Maurer thanked Mr. Bromirski for the huge effort he has given to the time consuming challenge of COVID-19.

Since this was the first school board meeting of the month, Mr. Bromirski reported the total number of COVID cases that the administration has been made aware of (district-wide).
- Hempfield School District - 11 buildings with approximately 7,000 students and 1,500 staff members
- From August 25, 2020 through October 6, 2020, the district has contacted the PA DOH eight times regarding COVID-positive diagnoses and one time regarding a probable case.
- It is important to note that each case that we were made aware of was a direct result of community transmission, not school spread.

Mr. Bromirski concluded by sharing the latest change from Governor Wolf for maximum occupancy limits for venues that will go into effect on Friday, October 9 at 12:01 am. He showed a chart with calculations to determine how many people may attend an event or gathering.

<table>
<thead>
<tr>
<th>Maximum Occupancy of Venue</th>
<th>Allowable Indoor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 2,000 people</td>
<td>20% of maximum capacity (indoor)</td>
</tr>
<tr>
<td></td>
<td>25% of maximum capacity (outdoor)</td>
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<tr>
<td>2,001 to 10,000 people</td>
<td>15% of maximum capacity (indoor)</td>
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<tr>
<td></td>
<td>20% of maximum capacity (outdoor)</td>
</tr>
<tr>
<td>Over 10,000 people</td>
<td>10% of maximum capacity (indoor)</td>
</tr>
<tr>
<td></td>
<td>15% of maximum capacity (outdoor)</td>
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</tbody>
</table>

- If a maximum occupancy limit for a venue is not readily available or published, the maximum occupancy is 67 people per 1,000 square feet. Maximum number of people that may attend an event or gathering includes both participants and spectators/attendees.
- Face coverings and social distancing
- Amended order applies to school events

**CALENDAR OF EVENTS**

October 6, 2020 6:30 pm, Executive Session, 7:00 pm, Board Committee Meeting
HHS Performing Arts Center/Virtual Meeting

October 13, 2020 TBD, Executive Session, 7:00 pm, Board Regular Meeting
HHS Performing Arts Center/Virtual Meeting

October 15, 2020 11:00 am, Policy, Personnel & Legal Committee Meeting
HHS Performing Arts Center /Virtual Meeting

October 20, 2020 4:30 pm, Buildings and Grounds Committee Meeting
HHS Performing Arts Center/Virtual Meeting

October 27, 2020 4:30 pm, Finance Committee Meeting
HHS Performing Arts Center/Virtual Meeting

October 29, 2020 4:30 pm, Education and Programs Committee Meeting
HHS Performing Arts Center/Virtual Meeting

November 3, 2020 Election Day
PRESIDENT'S REPORT

Mr. Michael Donato made a statement regarding a board recommendation for contract amendments for Mrs. Maria Hoover and Dr. Tab Musser, Assistant Superintendents. The Board wanted to proactively share these contract amendments prior to the vote at the October 13, 2020 board meeting. Mrs. Hoover and Dr. Musser have taken on numerous roles and responsibilities that extend beyond the job description and contract of public school district assistant superintendents. Many of their duties are behind the scenes and they appreciate that the district continues to run smoothly. Hempfield is the second largest school district in Lancaster County and their salaries were not equitable to the salary ranges of assistant superintendents in the Lancaster-Lebanon Intermediate Unit 13. The school board is recommending these salary increases, so they are more in line with similar assistant superintendent positions in our area, given their experience. These salary adjustments were not requested by Mrs. Hoover or Dr. Musser. Addressing fair and equitable compensation is an item the Board believes is necessary and this work was in progress prior to the school shutdown in March of 2020. The Board believes that equitable compensation is important for all district employees and they will continue to bring necessary adjustments to the Board for review and voting. On behalf of the Hempfield School District Board of Directors, Mr. Donato would like to publicly thank Mrs. Hoover and Dr. Musser for their leadership in the Hempfield School District.

REPRESENTATIVE/ADJUNCT REPORTS

Lancaster County Career & Technology Center - Mr. Keener/Mr. Bard - no report

Lancaster-Lebanon IU 13 - Mr. Merris - Mr. Merris said their last meeting was virtual. They discussed the challenges with COVID and the House Bill on spectators. They also talked about the need for improvement with Accelerate Education. Mr. Bromirski thanked Mr. Merris for bringing up questions at the meeting regarding Accelerate Education. He said the IU was handling the topic even before he brought it up.

Hempfield Area Recreation Commission (HARC) - Mr. Aloisi/Dr. Harrington - no report

Safety and Security - Mr. Wagner/Mrs. Johnston - Mr. Wagner - Mr. Wagner gave an update of their last meeting. Mr. Ryan Jones led the meeting that had approximately 15 people present. They discussed workplace injuries, a COVID-19 recap and update, buses, classroom sanitization, traffic surveys, speeding on campus, and technology enhancements.

PSBA Liaison - Mr. Wagner/Mr. Merris - Mr. Wagner noted that the School Leadership Conference will be virtual this year on October 14 and 15 and he will be attending. All school board members are welcome to attend. Mr. Wagner previously emailed the board members with information on the slate of candidates for the PSBA 2020 Officer Elections. The Board will be voting on the PSBA officer elections later in the meeting. Mr. Mark Brooks, School Board Secretary, will be casting Hempfield's vote by October 11, 2020.
STANDING COMMITTEES

Buildings and Grounds - Mr. Merris/Mr. Donato/Mr. Wagner/Mr. Bard - Mr. Merris said they met on September 22 and discussed athletic spectators, replacement of the swimming scoreboard, GPS locating devices for district vehicles, partnering with an online auction company to dispose of obsolete equipment, Kim James presented a number of district improvements, Huddle camera, livestreaming of sporting events, and federal legislation allowing students to receive free breakfasts and lunches until December 31, 2020.

Education and Programs - Mrs. Johnston/Mr. Maurer/Mr. Merris/Mr. Bard - Mrs. Johnston said they had a robust meeting on September 24. They covered a lot and she asked Dr. Musser to highlight the most important topics that were covered. They were: Title IX conversation including board policies 103 and 104, Ms. Kathy Deisley presented an update on assessment work, and middle school students receiving high school credit for Algebra 1b and World Language courses. Mrs. Johnston thanked Dr. Musser and Ms. Deisley for their hard work and Dr. Musser acknowledged the staff for the time they are providing to meet the needs of our students.

Finance - Mr. Maurer/Mr. Aloisi/Mrs. Johnston/Mr. Keener - Mr. Maurer said they met September 27 and they discussed the preliminary results of the audit, tax collection, and handling of the 2021-2022 budget moving forward.

Policy, Personnel and Legal - Mr. Smiley/Mr. Donato/Mrs. Johnston/Mr. Keener - Mr. Smiley said they met on September 10 and he will give his report at the October 13 school board meeting.

* Details of the standing committees may be found in the committee minutes on the Hempfield website under the School Board Committee pages.

ACTION ITEMS FOR DISCUSSION ONLY

PERSONNEL ITEMS

No discussion on personnel items.

FINANCIAL ITEMS

Mr. Bromirski asked the school board members to consider voting on the Frey Lutz contract at this meeting, because the unit at the Quad Field House has stopped working.

Mr. Aloisi made a motion, seconded by Mr. Maurer to approve a contract for Frey Lutz for work to install a HVAC unit for the Quad Field House.

Vote: “Aye” 9; “Nay” 0; Motion passed.

No further discussion on Financial Items.
OTHER ACTION ITEMS

Mr. Aloisi made a motion, seconded by Mr. Merris to approve Hempfield School District’s Revised Athletics Health and Safety Plan.

Vote: “Aye” 9; “Nay” 0; Motion passed.

Mr. Keener asked Mr. Wagner, PSBA Liaison, to present the agenda item for the PSBA 2020 Officer Elections. Mr. Wagner explained the process and gave his recommendation for the office of Vice President.

Mr. Wagner made a motion, seconded by Mr. Aloisi to approve the chosen candidates for the PSBA 2020 Officer Elections and requested that Mr. Brooks cast Hempfield’s ballot.

Vote: “Aye” 9; “Nay” 0; Motion passed.

No further discussion on Other Action Items.

Mr. Merris made a motion, seconded by Mr. Wagner to adjourn the meeting at 8:40 pm.

Vote: “Aye” 9; “Nay” 0; Motion passed.

Mark W. Brooks
School Board Secretary