HEMPFIELD SCHOOL DISTRICT
200 CHURCH STREET
LANDISVILLE, PENNSYLVANIA
REGULAR MEETING MINUTES
JANUARY 12, 2021

The Regular Meeting of the Hempfield School Board was held on Tuesday, January 12, 2021, on a virtual meeting platform and at Centerville Middle School, 865 Centerville Road, Lancaster, PA 17601. The following board members were present: Adam Aloisi, Mike Donato, Linda Johnston, Grant Keener, Jim Maurer, Charles Merris (arrived late), Chris Smiley and Patrick Wagner. Dylan Bard was absent. Also present: Michael Bromirski, Superintendent; Mark Brooks, School Board Secretary/Chief Financial & Operations Officer; Michael Graham, Chief Information Officer; Karen Hall, Director of Human Resources; Tab Musser, Assistant Superintendent; Shannon Zimmerman, Director of Communications; Kathy Miller, Recording Secretary.

Mr. Donato called the meeting to order at 7:02 pm. He led the Pledge of Allegiance and asked for a moment of silence to honor the memory of Mrs. Candice Highfield, Hempfield Social Worker and member of the Hempfield family, who died January 7, 2021, due of complications from COVID-19.

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

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

**Mr. Keener made a motion, seconded by Mr. Aloisi** to approve the minutes of the Reorganization and Committee Meetings held on December 1, 2020 and the Regular Meeting held on December 8, 2020.

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

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

None

**SUPERINTENDENT’S REPORT**

Mr. Bromirski thanked everyone for the moment of silence to honor Mrs. Candice Highfield. He shared that she worked at Hempfield for 13 years and did an amazing job advocating for students and families. She made a huge impact not only at Hempfield, but also across Lancaster, Lebanon and other surrounding counties. She is widely known and well respected for her role in the social services field. She was a true icon and someone who individuals looked up to. She has trained many interns over the years and we are fortunate to have someone who was one of her interns currently working with us. Her loss is greatly felt by all who knew her and she will be greatly missed.
School Directors Recognition Month: Mr. Bromirski read a proclamation about School Directors and thanked them for their volunteer service and the tremendous amount of time and dedication they give in and out of schools by attending meetings and events. Mrs. Lisa Mumma, Centerville Middle School Principal, thanked the School Board, introduced Mrs. Jen Axe, Student Council Advisor. Mrs. Axe and Centerville Middle School student council members presented the Board with a banner, they read a letter written by a CMS virtual student and they presented a video that was put together by the CMS students. Mr. Brendan Cregan, Principal of Landisville Education Center, thanked the School Board for their service to the school district and community and presented them with a laptop computer case and a card from the elementary therapeutic support students. Mr. Tom Kramer, Principal, Centerville Elementary School and Mrs. Trisha Pearson, Principal of Farmdale Elementary School, thanked the School Board and gave each of them a framed picture made by Centerville Elementary students, read a “Dear School Board Poem” and shared a video that was put together by the Farmdale Elementary students. Mr. Bromirski concluded with a thank you to all the presenters and on behalf of the entire school district, gave the School Board a sincere thank you for their dedication, service, and commitment to the school district and the community.

Student Council: Mr. Bromirski said the HHS Student Council would not be in attendance this evening, because they did not have anything new to present since the last school board meeting in December. They are planning a big event this spring for the seniors and will be meeting with Mr. Bromirski on January 28. They plan to attend the February 9 school board meeting.

Preliminary Budget: Mr. Bromirski introduced Mr. Mark Brooks, Chief Financial and Operations Officer, who gave an update on the Preliminary Budget. He began by presenting the Budget Calendar for 2021-2022. Mr. Brooks said the budget is a work in progress and asked the school board members if the District can balance the budget within the Act 1 index or should the District seek exceptions. He explained how the Act 1 Index is calculated and gave a history of Act 1. He showed three areas that school districts can apply for to raise property taxes (electoral debt, special education expenditures and pension expenditures) and said at this time, they plan to apply for only the Special Education exception. He showed a graph with Hempfield School District’s Historical Act 1 Index and tax increases from 2015-16 to 2021-22. He went over a revenue summary and an expense summary. He went over the next steps including, budget meetings, providing budget updates, and seeking board approval for the 2021-22 budget no later than June 2021. Details of this presentation may be found on the School Board webpage under January 2021 Documents.

2021-2022 School Calendar: Mr. Bromirski presented the draft of the 2021-2022 school calendar and said he will be presenting the draft calendar to different groups within the school district and community and get
feedback on different thoughts and perspectives. The 2021-2022 school calendar will be approved either in February or March at the latest.

**Other:** Mr. Bromirski said ballots for the Lancaster County Career and Technology Center’s (LCCTC) 2021-2022 Budget are at the seats of the school board members. The ballots must be returned to the LCCTC by the end of February, following the official vote, which will take place later on this agenda. Mr. Keener is Hempfield’s representative on the LCCTC Board and is recommending that the budget item be tabled until February 9. He thinks it would be useful for the Hempfield School Board to meet with the leadership of the LCCTC. He would like to invite a LCCTC representative to the February 2 school board meeting.

**CALENDAR OF EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 12, 2021</td>
<td>5:00 pm, Executive Session, 7:00 pm, School Board Regular Meeting</td>
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<td><em>School Director Recognition Month</em></td>
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<td><em>Centerville Middle School Auditorium</em></td>
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<tr>
<td>January 19, 2021</td>
<td>5:00 pm, Buildings &amp; Grounds Committee Meeting</td>
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<td><em>Centerville Middle School Auditorium</em></td>
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<tr>
<td>January 26, 2021</td>
<td>5:00 pm Finance Committee Meeting</td>
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<td><em>Centerville Middle School Auditorium</em></td>
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<tr>
<td>January 28, 2021</td>
<td>5:00 pm, Education &amp; Programs Committee Meeting</td>
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<td><em>Centerville Middle School Auditorium</em></td>
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<tr>
<td>February 2, 2021</td>
<td>TBD, Executive Session, 7:00 pm, School Board Committee Meeting</td>
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<tr>
<td></td>
<td><em>Centerville Middle School Auditorium</em></td>
</tr>
<tr>
<td>February 9, 2021</td>
<td>TBD, Executive Session, 7:00 pm, School Board Regular Meeting</td>
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<td><em>Centerville Middle School Auditorium</em></td>
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**PRESIDENT’S REPORT**

None

**REPRESENTATIVE/ADJUNCT REPORTS**

Lancaster County Career & Technology Center (LCCTC) - Mr. Keener/ Mr. Bard, Alternate - Mr. Keener restated what he said earlier about recommending that the 2021-2022 LCCTC Budget be tabled until February 9.

Lancaster-Lebanon IU13 - Mr. Merris - no report
Hempfield Area Recreation Commission - M. Aloisi/Dr. Harrington - Mr. Aloisi said HARC has been open a week since the shutdown and seems to be running smoothly. He will be attending the finance meeting on January 19 and the full board meeting on January 22.

Safety and Security - Mr. Wagner/Mrs. Johnston - Mr. Wagner reported that there was a meeting on January 6, led by Mr. Ryan Jones, District Safety and Security Officer. They discussed COVID-19, PennDOT traffic survey, technology enhancements, and AEDs in the school buildings. He asked the school board members to think of ways that our district can be safer. He asked school board members to send topics that they would like discussed to Mr. Wagner or Mrs. Johnston, so the district can enhance what is being done from a safety and security standpoint.

PSBA Liaison - Mr. Wagner/Mr. Merris, Alternate - no report

**STANDING COMMITTEES**

Buildings and Grounds - Mr. Merris/Mr. Bard/Mr. Donato/Mr. Wagner - no report

Education and Programs - Mrs. Johnston/Mr. Maurer/Mr. Merris/Mr. Bard - Mrs. Johnston said their next meeting will be held on January 28 at Centerville Middle School Auditorium at 5:00 pm. Work Wisdom will be presenting a proposal to focus on diversity, equity and inclusion at that meeting. It is a public meeting and any one is invited to attend either by Zoom or in person, but capacity limitations must be followed.

Finance - Mr. Maurer/Mr. Aloisi/Mrs. Johnston/Mr. Keener - Mr. Maurer thanked Mr. Brooks for the preliminary budget presentation earlier in the meeting. The next finance committee meeting, which is open to the public, will be held on January 26 at 5:00 pm at Centerville Middle School Auditorium.

Policy, Personnel, & Legal - Mr. Smiley/Mr. Donato/Mrs. Johnston/Mr. Keener - Mr. Smiley a report was given last week. The January 14 meeting has been canceled, but the committee will come together on February 11 at Centerville Middle School Auditorium at 5:00 pm.

Details of all school board standing committee meetings may be found on the School Board webpage under each individual standing committee.

**ACTION ITEMS**

**PERSONNEL ITEMS**

Mr. Aloisi made a motion, seconded by Mr. Wagner to approve the following personnel items:
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>01.12.21</td>
<td>Retirements</td>
<td>- Janet Clarke, Grade 5 Teacher, Mountville Elementary School, effective November 20, 2020</td>
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<td>- Alfred J. Knarr, Full-Time Data Manager, Technology Department – Landisville Education Center, effective October 1, 2021</td>
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<td>Resignations</td>
<td>- Michael Betrone, Full-Time Custodian, Centerville Middle School, effective November 10, 2020</td>
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<td>- Casey A. Brock, Full-Time Personal Care Assistant, Hempfield High School, effective November 30, 2020</td>
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<td>- Jennifer M. Houser, Full-Time Custodian, Centerville Middle School, effective December 28, 2020</td>
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<td>- Michelle J. McGlaflin, Part-Time Paraeducator, Centerville Elementary School, effective January 8, 2021</td>
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<td>- Dolores Miller, Full-Time Custodian, Landisville Intermediate Center, December 23, 2020</td>
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<td>- Sheryl J. Pursel, Director of Finance, Hempfield School District, effective June 30, 2021</td>
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<td>- Denise L. Schoppner, Full-Time Personal Care Assistant, Centerville Middle School, effective December 23, 2020</td>
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<td>Leaves of Absence</td>
<td>- Denise L. Brandt, Health Room Nurse, Landisville Intermediate Center and Rohrerstown Elementary School, amend a leave of absence from November 3, 2020 through December 8, 2020 to November 3, 2020 through January 13, 2021</td>
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<td>- Laura M. Brill, Teacher - ELA, Hempfield High School, grant a leave of absence from January 20, 2021 through June 7, 2021</td>
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<td>- Jill L. Enterline, Teacher - Grade 4, Mountville Elementary School, grant a leave of absence from January 19, 2021 through April 12, 2021</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>School</td>
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<tr>
<td>Lisa M. Gebhard-Searer</td>
<td>Teacher - Learning Support</td>
<td>Mountville Elementary School</td>
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<tr>
<td>Sarah I. Henderson</td>
<td>Elementary Building Aide</td>
<td>Centerville Elementary School</td>
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<tr>
<td>Rebecca A. Huhn</td>
<td>Personal Care Assistant</td>
<td>Hempfield High School</td>
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<tr>
<td>Katharine B. Kasabo</td>
<td>Guidance Counselor</td>
<td>Landisville Intermediate Center</td>
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<tr>
<td>Kyle A. Kasabo</td>
<td>Teacher - Grade 6</td>
<td>Mountville Elementary School</td>
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<tr>
<td>Angela L. Kramer</td>
<td>Security &amp; Telecom Coordinator</td>
<td>Landisville Education Center</td>
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<tr>
<td>Laurie A. Martin</td>
<td>Paraeducator</td>
<td>Centerville Elementary School</td>
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<tr>
<td>Jennifer L. Natale</td>
<td>Custodian</td>
<td>Hempfield High School</td>
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<tr>
<td>Kathryn R. Owen</td>
<td>Teacher - Grade 5</td>
<td>Landisville Intermediate Center</td>
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<tr>
<td>Lauren S. Troop</td>
<td>Paraeducator</td>
<td>Hempfield High School</td>
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<tr>
<td>Jennifer Zolenas West</td>
<td>Supervisor - Special Education</td>
<td>Administration Building</td>
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<tr>
<td>Lars K. White</td>
<td>HV Technician/ Security</td>
<td>Maintenance Building</td>
</tr>
<tr>
<td>Janella M. Wolpert</td>
<td>Teacher - Learning Support</td>
<td>East Petersburg Elementary School</td>
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</tbody>
</table>
- Karen E. Wynn, Cafeteria Manager, Farmdale Elementary School, grant a leave of absence from November 23, 2020 through January 22, 2021

Certified Positions

- 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 receive a temporary contract and will be placed on Step 1, Bachelor’s Degree, in accordance with the Collective Bargaining Agreement. Ms. Andes is a graduate of East Stroudsburg University and is certified as a School Nurse PK-12. (NEW)

- 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

- Stephanie L. Strous as .7 Librarian, Landisville Intermediate Center, effective January 13, 2021, provisionally according to federal and state law regulations. Ms. Strous will receive a temporary contract and 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)

Support Staff Employments

- Roger L. Moist as Full-Time Custodial 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)

- Maylene Rivera Vazquez as Part-Time General Food Services Employee 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)

- 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)

Support Staff Transfers

- Stephen Brosey, transfer from Part-Time General Food Services Employee at Hempfield High School to Part-Time General Food Services Employee at Farmdale Elementary School, effective January 4, 2021
- Mary Hanna, transfer from Part-Time General Food Services Employee at Centerville Elementary School to Part-Time General Food Services Employee at Rohrerstown Elementary School, effective December 21, 2020.

- Abbey G. Miller, transfer from Full-time Personal Care Assistant at Mountville Elementary School to Full-time Paraprofessional at Mountville Elementary School, effective August 25, 2020. (REPLACEMENT)

Substitute Positions

- Ellen Hixson as a Long-Term Substitute Art Teacher, Hempfield High School, effective December 15, 2020 through March 13, 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)

- John E. Myers as a Long-Term Substitute Business Education Teacher, Hempfield High School, effective January 21, 2021 through June 7, 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)

- 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

- 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

- 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.
- Colin Seitz as a Substitute Elementary Building Aide, effective January 11, 2021

- Susan Howells** as a Substitute General Food Services Employee, pending completion of all new hire requirements

  **Denotes current Hempfield employee

Extracurricular Positions

- Kevin M. Bower as Building Technology Coach at Landisville Intermediate Center for the 2020-2021 school year

- Kathryn R. Owen as Building Technology Coach at Landisville Intermediate Center for the 2020-2021 school year

- Jean E. Nendza, resignation from the extracurricular position of Junior High Track Assistant Coach, HHS, effective December 4, 2020

Other

- M. Gregory Bierly, title change from Manager, Performing Arts Center to Coordinator, Performing Arts Center, effective January 13, 2021

- Kathryn C. Miller, title change from Administrative Assistant to the Superintendent to Executive Assistant to the Superintendent, effective January 13, 2021

**Vote:** “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

**FINANCIAL ITEMS**

Mr. Maurer made a motion, seconded by Mr. Aloisi to approve the following financial items:

Approval of the following contracts (reference attachments)

- App-Techs Corporation to purchase and install a Visual & Audible Alert System to tie into the notification system

- Bachman’s Roofing, Building & Remodeling, Inc. for roof repair in the lobby area of the Centerville Elementary School gymnasium

- Bachman’s Roofing, Building & Remodeling, Inc. for roof repair above the Centerville Middle School gymnasium due to rubber roof pulling away from the surface

- CDW Government for acceptance of eRate bid for 2021-2022 school year
- CNI Sales for eRate acceptance of Extreme Network switches for the 2021-2022 school year

- Eastern Diversified Services for building disinfecting services at Hempfield High School

- Houck & Company, Inc. to complete flashing and brick repairs on the Administration Building

- 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

- Micro Technology Group Inc. yearly renewal for Barracuda email archiving appliance - contract term is January 26, 2021 to January 25, 2022

- New Story tuition agreement for a student who transferred to New Story during the 2020-2021 school year

- 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

- Trustmark Health Benefits, Inc. to provide online insurance enrollment (open enrollment module) for employees - effective July 1, 2021

- Financial Report and Check Register for the month of December 2020 (reference attachments)

- Food Services Financial Report and Check Register for the month of December 2020 (reference attachments)

- Payment of invoices from the Capital Reserve Fund - $33,530.00 (reference attachment)

- Budget transfers (reference attachment)

- 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.

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

OTHER ACTION ITEMS

Mr. Keener made a motion, seconded by Mr. Maurer to table the Resolution for the Lancaster County Career and Technology (LCCTC) 2021-2022 Proposed Budget until the regular meeting on February 9, 2021, with the presumption that an invitation will be extended to a LCCTC representative and the representative will attend the February 2, 2021 committee meeting.

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

Mr. Bromirski will contact Dr. Stuart Savin, Administrative Director, LCCTC, regarding the invitation of the representative.

Mr. Keener made a motion, seconded by Mrs. Johnston to approve the remainder of the other action items:

- First reading of board policies (reference attachments)
  
  Policy 113.4: Confidentiality of Special Education Students
  Policy 201: Admission of Students
  Policy 824: Maintaining Professional Adult-Student Boundaries

- Second reading of board policies (reference attachments)
  
  Policy 113.1: Discipline of Students with Disabilities
  Policy 113.2: Behavioral Support Plan
  Policy 317.1: Educator Misconduct

- 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

- Donation of $100 in Giant gift cards to Hempfield School District from a district employee

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

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

ADJOURNMENT

Mr. Donato asked for a motion to adjourn the meeting.

Mr. Wagner made a motion, seconded by Mr. Aloisi to adjourn the meeting at 7:47 pm.

Vote: “Aye” 8; “Nay” 0; Absent 1 (Bard); Motion passed.

Mark W. Brooks
School Board Secretary