

# Buildings & Grounds/Finance Committee Meeting

## Hempfield School District

Tuesday, October 27, 2026 Immediately following the Regular Board Meeting at 6:00 pm  
District Administration Building, 200 Church Street, Landisville, PA 17538

### Buildings and Grounds Committee

Purpose: The Buildings and Grounds Committee provides the School Board with a broad, high-level overview of buildings and grounds areas of the district, acts as a sounding board for various projects, develops the project philosophy for both short-term and long-term needs, and provides communication back to the full School Board.

School Board Representatives: Judy Brady (Chair)/Kaleb Best/Erin Small/Justin Wolgemuth

District Leadership Representative: Mrs. Karen Hall, Chief Financial & Operations Officer

### Finance Committee

Purpose: The Finance Committee provides the School Board with the opportunity to more closely review various aspects of financial administration. This committee provides input to the budget process, meets with auditors, does long-term debt planning with financial consultants, and oversees the ongoing business process of our district.

School Board Representatives: Patrick Wagner (Chair)/Kaleb Best/Megan Eshleman/Justin Wolgemuth

District Leadership Representative: Mrs. Karen Hall, Chief Financial & Operations Officer

This meeting is being recorded by the District solely for the purpose of compiling minutes. The recordings will be destroyed after the meeting minutes are approved. All participants attending a public meeting should presume that the meeting is being recorded.

The School Board may take official action on any matter of agency business advertised as an action item on the agenda published at least 24-hours prior to the meeting. Additionally, in accordance with exceptions permitted by the Sunshine Act, the Board may take official action on other matters of agency business so long as the agenda is amended, and the public is given the opportunity to comment.

Note: Presentations will be posted within 24 hours following the meeting.

### 1. Meeting Opening

#### 1.A. Call to Order

### 2. Residents' Request to Address the Board (3-minute limit)

The Board provides a time of public comment at committee meetings for residents and taxpayers to bring their thoughts on specific agenda items to the Board, but it is not a time for exchange between the Board, administration, and speaker. We ask that speakers refrain from identifying specific students, staff, or community members by name. **Each resident is provided up to three (3) minutes to speak at a committee meeting on a topic identified on the meeting agenda.**

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.

### 3. Buildings & Grounds

#### 3.A. Projects Update

Kim James will present an update on district projects in progress.

Note: Presentations will be posted within 24-hours following the meeting.

#### 3.B. High School Project/South of Kauffman Project - Change Order Discussion

### 4. Finance

#### 4.A. Budget Timeline Update

Karen Hall will present a budget timeline update.

Note: Presentations will be posted within 24-hours following the meeting.

#### 4.B. Contracts (reference attachments)

Review of contracts 4.B.1. - 4.B.12. which are scheduled for approval at the Regular Board Meeting on November 10, 2026.

*Contract Spreadsheets - Review 10.27.2026*

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##### 4.B.1. Cisco Duo

Two-Year contract for on-premise MFA service for servers, effective January 1, 2027, through December 31, 2029.

##### 4.B.2. Lancaster Lebanon IU 13

PCCD Behavioral Health Baseline Criteria Technical Assistance, effective September 22, 2026 through June 30, 2027.

##### 4.B.3. Lancaster Lebanon IU13

Contract to use Title III funds to support Non- Public schools for contracted services provided by IU13. Effective August 20, 2026 through June 30, 2027.

##### 4.B.4. LEAF Capital Funding, LLC

Contract for a three-year financing agreement for two projectors and lenses for the HHS Performing Arts Center.

##### 4.B.5. Lifetouch

Contract for District Elementary and Middle School yearbook sales agreement. Effective September 28, 2026 through May 14, 2027.

##### 4.B.6. Mixed Impressions DJs

Contract for DJ services for the Student Council Winter Formal Dance on February 5, 2027.

##### 4.B.7. New Story

Special education tuition for two students for the 2026-2027 school year. Effective October 15, 2026 through June 4, 2027.

##### 4.B.8. Providence Behavioral Health

Independent Educational Evaluation for 1 student, effective November 11, 2026 through December 11, 2026.

##### 4.B.9. Susan Norwall - Rett U

Specialized programming for 1 student, effective August 25, 2026 through June 4, 2027.

##### 4.B.10. Susan Norwall - Rett U

Specialized programming for 1 student. Effective June 22, 2026 through July 23, 2026.

##### 4.B.11. Top Golf King of Prussia

Contract for Class of 2027 senior class trip on May 21, 2027.

##### 4.B.12. WB Music Thearapy, LLC

Music Therapy Services for Autistic Support Class. To be paid by Hempfield Foundation Grant Funds. Effective October 9, 2026 through December 18, 2026.

#### 5. Schedule of Upcoming Meetings

November 10, 2026 - 6:00 pm

Regular Meeting

Education & Programs/Policy, Personnel, & Legal Committee Meeting

November 24, 2026 - 6:00 pm - CANCELED

~~Regular Meeting~~

~~Buildings & Grounds/Finance Committee Meeting~~

December 1, 2026 - 6:00 pm

Reorganization Meeting

Regular Meeting

Education & Programs/Policy, Personnel, & Legal Committee Meeting

December 22, 2026 - 6:00 pm

Regular Meeting

Buildings & Grounds/Finance Committee Meeting

All meetings are held in the Public Board Room at the Administration Building unless otherwise announced.

Committee Meetings will be held immediately following the adjournment of the Regular Meeting.

## **6. Adjournment**

| CONTRACTS October 27, 2026   |                    |                                            |                                 |                      |                          |                                                                                                                                                           |
|------------------------------|--------------------|--------------------------------------------|---------------------------------|----------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Vendor Contractor    | Amount of Contract | New (N)<br>Amendment<br>(A)<br>Renewal (R) | Budgeted<br>Expense<br>(Yes/No) | Department<br>Budget | Originator<br>Department | Brief Description of the Contract                                                                                                                         |
| Cisco Duo                    | \$1,125.00         | R                                          | Y                               | Technology           | M. Graham                | Two-Year contract for on-premise MFA service for servers. Effective January 1, 2027, through December 31, 2029.                                           |
| Lancaster Lebanon IU13       | \$1,110.76         | N                                          | Y                               | Elementary           | D. Dandridge             | Contract to use Title III funds to support Non- Public schools for contracted services provided by IU13. Effective August 20, 2026 through June 30, 2027. |
| Lancaster Lebanon IU13       | \$4,640.00         | N                                          | Y                               | Student Services     | D. Dandridge             | PCCD Behavioral Health Baseline Criteria Technical Assistance. Effective September 22, 2026 through June 30, 2027.                                        |
| LEAF Capital Funding, LLC    | \$65,553.78        | N                                          | Y                               | Technology           | M. Graham                | Contract for a three-year financing agreement for two projectors and lenses for the HHS Performing Arts Center.                                           |
| Lifetouch                    | \$0.00             | R                                          | Y                               | Business Office      | K. Hall                  | Contract for District Elementary and Middle School yearbook sales agreement. Effective September 28, 2026 through May 14, 2027.                           |
| Mixed Impressions DJs        | \$1,695.00         | N                                          | Y                               | Secondary            | T. Musser                | Contract for DJ services for the Student Council Winter Formal Dance on February 5, 2027.                                                                 |
| New Story                    | \$16,500.00        | N                                          | Y                               | Special Education    | T. Musser                | Special education tuition for two students for the 2026-2027 school year. Effective October 15, 2026 through June 4, 2027.                                |
| Providence Behavioral Health | \$6,000.00         | N                                          | Y                               | Special Education    | T. Musser                | Independent Educational Evaluation for 1 student. Effective November 11, 2026 through December 11, 2026.                                                  |
| Susan Norwall - Rett U       | \$4,000.00         | R                                          | Y                               | Special Education    | T. Musser                | Specialized programming for 1 student. Effective June 22, 2026 through July 23, 2026                                                                      |
| Susan Norwall - Rett U       | \$27,250.00        | R                                          | Y                               | Special Education    | T. Musser                | Specialized programming for 1 student. Effective August 25, 2026 through June 4, 2027.                                                                    |
| Top Golf King of Prussia     | \$1,600.00         | N                                          | Y                               | Student Activities   | T. Musser                | Contract for Class of 2027 senior class trip on May 21, 2027.                                                                                             |
| WB Music Thearapy, LLC       | \$1,996.00         | N                                          | Y                               | Special Education    | T. Musser                | Music Therapy Services for Autistic Support Class. To be paid by Hempfield Foundation Grant Funds. Effective October 9, 2026 through December 18, 2026.   |