

August 8, 2016
Conewago Valley School District

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order in the Conewago Valley School District Administration Office at 7:31 p.m. Mr. Ed Groft called the meeting to order. The following members were present: Mr. Scott Becker, Mrs. Linda Buffenmyer, Mr. William Huffman, Mr. Michael Buckley and Mrs. Jenene Conrad. Absent were: Mr. Keith Mummert, Mr. Eric Flickinger and Mr. Luke Crabill. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Gretchen Gates, Dr. Ken Armacost, Dr. Larry Sanders, Ms. Misti Wildasin, Mr. Kevin Thomas and Solicitor Mr. Michael King.

Mrs. Buffenmyer made a motion, seconded by Mr. Becker to accept the minutes of the June 6, 2016 Committee of the Whole meeting and the June 13, 2016 Regular meeting of the Board of Directors. By voice vote the motion was carried.

1. The Treasurer's report showed:

PNC Checking Account

Previous Balance	\$2,386,506.93	
Deposits	6,939,664.65	
Disbursements	<u>7,945,689.59</u>	
Balance 8/1/16		\$1,380,481.99

PA School District Liquid Asset Fund

Previous Balance	\$98,423.83	
Deposits	24.94	
Withdrawals	<u>49,344.81</u>	
Balance 8/1/16		\$49,103.96

PA Local Government Investment Trust

Previous Balance	\$6,248,299.05	
Deposits	3,972,425.84	
Withdrawals	<u>4,890,983.00</u>	
Balance 8/1/16		\$5,329,741.89

Capital Projects PLGIT 66-18

Previous Balance	\$124,322.45	
Deposit	69.70	
Disbursements	<u>24,690.30</u>	
Balance 8/1/16		\$99,701.85

Capital Reserve Fund Section 1431

Previous Balance	\$313,642.26	
Deposit	27,975.55	
Disbursements	<u>101,060.48</u>	
Balance 8/1/16		\$240,557.33

PLGIT Capital Reserve Fund Section 1431

Previous Balance	\$ 18,590.25	
Deposits	891,346.94	
Withdrawals	<u>0.00</u>	
Balance 8/1/16		\$909,937.19

Mrs. Buffenmyer made a motion, seconded by Mr. Becker to file the Treasurer's Report for audit.

Roll call vote: Mr. Huffman-aye; Mrs. Buffenmyer-aye; Mrs. Conrad-aye; Mr. Buckley-aye; Mr. Becker-aye; and Mr. Groft-aye. Motion was carried.

Mrs. Buffenmyer made a motion, seconded by Mrs. Conrad to:

General Fund for school year 2015/2016 as listed to include Checks #21461 to #21580, Wires #92321 to #92333 and Purchase Card transactions #20583cc to #20672cc in the amount of \$1,601,606.92. General Fund bills for school year 2016/2017 as listed to include Checks #21581 to #21744 (Void Check #21609), Wires #92334 to #92356 and no Purchase Card Transactions for school year 2016/2017 in the amount of \$6,227,775.97, the Capital Reserve account for the school year 2015/2016 no checks and for the school year 2016/2017 Check #392 in the amount of \$92,459; Cafeteria bills for the school year 2015/2016 to include Checks #2438 to #2445 in the amount of \$2,558.15; Cafeteria bills for the year school year 2016/2017 to include Checks #2447 to #2450 (Void Check #2446) in the amount of \$79.10 and from the Construction Fund for the school year 2015/2016 Checks #200 to #201 in the amount of \$11,451.30; Construction Fund for the school year 2016/2017 Checks #202 to #204 in the amount of \$34,200.21.

2. **(Finance)** Recommend that PDE-2087 Monthly Reimbursement Voucher, School Lunch and Milk Program be accepted as a financial report on the operation and filed for audit.
3. **(Finance)** Recommend adoption of Board Policy #626 - Federal Fiscal Compliance. (Available at meeting)
4. **(Finance)** Recommend adoption of Board Policy #626.1 - Travel Reimbursement - Federal Programs. (Available at meeting)

Roll call vote: Mr. Huffman-aye; Mrs. Buffenmyer-aye; Mrs. Conrad-aye; Mr. Buckley-aye; Mr. Becker-aye; and Mr. Groft-aye. Motion was carried.

Mr. Huffman made a motion, seconded by Mrs. Buffenmyer to:

1. **(Ways & Means/Curriculum)** Recommend adoption of Board Policy #820 - Naloxone Administration in Schools. (Available at meeting)
2. **(Ways & Means/Curriculum)** Recommend approval for Chesley Banda to attend “Gifted Boot Camp”, sponsored by the Capital Area I.U., at PaTTAN in Harrisburg, PA on August 9-10, 2016 from 8:30am to 3:30pm, with costs to be paid from NOMS Principal’s Account, not to exceed \$100.
3. **(Ways & Means/Curriculum)** Recommend approval for Stephanie Mueller and Barbara Biles to attend “Gifted Boot Camp”, sponsored by the 48 C.A.R.R.O.T.T.S., at the Capital Area I.U. in Enola, PA on August 9-10, 2016 from 8:30am to 3:30pm, with costs to be paid from CVIS Principal’s Account, not to exceed \$100 total.
4. **(Ways & Means/Curriculum)** Recommend approval for approximately one hundred twenty (120) New Oxford Middle School chorus students, accompanied by David Bowman to travel to New York City on a Saturday in March 2017 from 7:00 am to approximately 10:30 pm to see a Broadway Show, at no cost to the District.
5. **(Ways & Means/Curriculum)** Recommend approval of the contract with Perry Smith Driving School, LLC to provide behind the wheel drivers’ training for the 2016/2017 school year.
6. **(Ways & Means/Curriculum)** Recommend approval of the attached contract for athletic training services for the 2016/2017 school year between the District and WellSpan Health.
7. **(Ways & Means/Curriculum)** Recommend approval of Mykala Mantz as a tuition-free student for the 1st semester of the 2016/2017 school year.

Roll call vote: Mr. Huffman-aye; Mrs. Buffenmyer-aye; Mrs. Conrad-aye; Mr. Buckley-aye; Mr. Becker-aye; and Mr. Groft-aye. Motion was carried.

Mrs. Conrad made a motion, seconded by Mr. Buckley to:

1. **(Personnel)** Recommend acceptance of the retirement of Jean Day, 2nd shift custodian at New Oxford Elementary School, effective July 21, 2016.
2. **(Personnel)** Recommend acceptance of the resignation of Megan Sager, secretary at Conewago Valley Intermediate School, effective June 29, 2016.
3. **(Personnel)** Recommend acceptance of the resignation of Holly DeFilippo, guidance secretary at New Oxford High School, effective July 8, 2016.
4. **(Personnel)** Recommend acceptance of the resignation of Kimberly Johnston Smith as the New Oxford High School assistant field hockey coach, effective June 3, 2016.

5. **(Personnel)** Recommend acceptance of the resignation of Adrienne Madison as the New Oxford High School and Middle School girls head soccer coach, effective July 15, 2016.
6. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Jessica McIntyre for the purpose of childbirth/child rearing, such leave to begin on or about September 26 2016, and extend until approximately November 21, 2016 providing the employee signs the specified agreement to meet the requirements stated in the “Leave Without Pay Policy” adopted by the Board on June 24, 1984.
7. **(Personnel)** Recommend employment of Mallory Parker as a Temporary Professional Employee - Elementary Teacher at Conewago Valley Intermediate School, at a salary equal to Column Instructional 1, Step 3 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
8. **(Personnel)** Recommend employment of Tyler Frederick as a Temporary Professional Employee - Part-Time Secondary Teacher for Health and PE at New Oxford Middle School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend employment of Erin Cotton as a Professional Employee - Learning Support Teacher at New Oxford Middle School, at a salary equal to Column Masters, Step 10 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
10. **(Personnel)** Recommend employment of Michael Herring as a Temporary Professional Employee - Behavior Intervention specialist at New Oxford High School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
11. **(Personnel)** Recommend employment of Taylor Rudisill as a Temporary Professional Employee - Grade 7/8 Science and Math Teacher at New Oxford Middle School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
12. **(Personnel)** Recommend employment of Megan Theobald as an instructional aide at New Oxford Elementary School (Category 3A), at the established rate in addendum A* (Range 3b), pending having met all required Federal, State, and local hiring regulations.

13. **(Personnel)** Recommend approval of the transfer of Julie Wilson, 7/8th grade Science/Math at New Oxford Middle School to 7th grade Science at New Oxford Middle School effective the first day of the 2016-2017 school year.

14. **(Personnel)** Recommend approval of the transfer of Nancy Brown from library aide at New Oxford High School (3b) to guidance secretary at New Oxford High School (1c), effective July 5, 2016.

15. **(Personnel)** Recommend amending the salary for Richard Jones from Column Instructional 1, Step 1 to Column Instructional 1, Step 3.

16. **(Personnel)** Recommend rescinding the approval for Dr. Raymond Ruberg as the attending physician to home high school football games in 2016 with pay according to his usual and customary fee.

17. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2016/2017 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Cassandra Horn	Mark Johnston	Alyssa Kennedy
Sean Kennedy	Kent Kramer	Gail Marfia

18. **(Personnel)** Recommend approval of the following extracurricular assignments, pending having met all Federal, State, and local hiring regulations.

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Ryan Marriott	Cheerleading Asst. Coach (25%)	\$592
Chelsey Banda	Field Hockey Assistant Coach	\$2,845

19. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Burt, Kenneth M.	Fissel, Alisha M.	Hertz, John D.
Kelly, Heather N.	Lipsett, Jessica R.	Stewart, Megan L.

20. **(Personnel)** Recommend acceptance of the resignation of Raquel Santos, instructional aide at New Oxford Middle School, effective July 26, 2016.

21. **(Personnel)** Recommend acceptance of the resignation of Carol Rigney, instructional aide at Conewago Valley Intermediate School, effective August 1, 2016.

22. **(Personnel)** Recommend approval of the transfer of Jessica Felix, Librarian at Conewago Township Elementary School to 2nd grade at New Oxford Elementary School effective the first day of the 2016-2017 school year.

23. **(Personnel)** Recommend employment of Lynne Miller as a Professional Employee - Reading Specialist at New Oxford Elementary School, at a salary equal to Column Masters, Step 10 of the applicable negotiated agreement, effective the first day of the 2016-2017 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
24. **(Personnel)** Recommend employment of April Becker as a secretary at Conewago Valley Intermediate School, at the established rate in addendum A* (Range 1c), pending having met all required Federal, State, and local hiring regulations.
25. **(Personnel)** Recommend approval of Christine Callahan as an instructional aide at New Oxford Middle School (Category 3A), at the established rate in addendum A* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
26. **(Personnel)** Recommend approval of Victoria Neudecker as an instructional aide at New Oxford High School (Category 3A), at the established rate in addendum A* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
27. **(Personnel)** Recommend approval of Cyndi Kelican as an instructional aide at Conewago Valley Intermediate School (Category 3A), at the established rate in addendum A* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
28. **(Personnel)** Recommend approval of Victoria Smith as a library aide at New Oxford High School (Category 3A), at the established rate in addendum A* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
29. **(Personnel)** Recommend approval of the following extracurricular assignments, pending having met all Federal, State, and local hiring regulations.

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Matt Hartman	Boys Soccer Assistant Coach	\$ 2,880
Tasha Ann Christie	Head Swim Coach	\$ 3,945

30. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2016/2017 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Launa Bender Carol Rigney

31. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2016/2017 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Pamela Adams Launa Bender Richard Kuhns
 Kristy Kupinewicz Jarrod Linn

32. **(Personnel)** Recommend approval of Ethan Sanders as a 2nd shift custodian at New Oxford Elementary (Category 1), at the established rate in addendum A* (Range 2d), pending having met all required Federal, State, and local hiring regulations.

33. **(Personnel)** Recommend approval of the following volunteers, pending having met all required Federal, State, and local regulations.

Dubs, Amber T.
Pritchett, Jerome

Frederick, Tyler

Melendez, Damiana

Roll call vote: Mr. Huffman-aye; Mrs. Buffenmyer-aye; Mrs. Conrad-aye; Mr. Buckley-aye; Mr. Becker-aye; and Mr. Groft-aye. Motion was carried.

Mr. Groft made a motion, seconded by Mr. Huffman to:

1. **(Property & Supplies/ Use of Facilities)** Recommend authorizing New Oxford Cheerleading Booster Club with Shantel Harlacher as representative, to use Classroom 421 in New Oxford High School on the third Monday of each month from 6:00 pm to 7:00 pm for the 16-17 school year for the purpose of Monthly Cheer Booster Club Meetings, at no charge, with the provision of proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

2. **(Property & Supplies/ Use of Facilities)** Recommend authorizing New Oxford High School Marching Band with Tim Rohrbaugh as representative, to use the Auditorium, Band (618) and Choir (607) Rooms, and the New Oxford Middle School cafeteria on Tuesday, November 15, 2016 for the purpose of NOHS Marching Band - End of Season Party from 4:00 pm to 9:00 pm, at no charge, with the provision of proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

3. **(Property & Supplies/Use of Facilities)** Recommend authorizing New Oxford High School, with Lorraine Rife as representative, to use the Auditorium on Monday, May 15, 2017 from 4:00 pm to 10:00 pm for the purpose of the High School Academic Awards Program, at no charge, except for any services of custodians, security, cooks, and/or technical personnel as needed.

4. **(Property & Supplies/Use of Facilities)** Recommend authorizing Conewago Valley School District Wellness Committee with Joni Swope as representative, to use New Oxford High School, Middle School, and Conewago Valley Intermediate School grounds and Stadium on Friday, May 19, 2017 for the purpose of the Annual Glow Run (5K Walk/Run), at no charge, except for any services of custodians, security, cooks, and/or technical personnel as needed.

5. **(Property & Supplies/Use of Facilities)** Recommend authorizing Wilson College - Adams County Teacher Cohort 2 with Karen Sipe as representative, to use the District Office Conference Room, on August 31, September 7, 14, 28, October 12, 26, November 9, 30, and December 14, 2016 from 4:30 pm to 7:30 pm for the purpose of the Adams County Teacher's Cohort 2 - Wilson College, with charges outlined in Board Policy #707, with the provision of

proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

6. ***(Property & Supplies/Use of Facilities)*** Recommend authorizing New Oxford Girls Basketball Booster Club with Jennifer Luckabaugh as representative, to use New Oxford High School Classroom 421, one evening a month on a date approved by the Athletic Director from 6:00 pm - 8:30 pm for the purpose of monthly meetings, at no charge, with the provision of proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

Roll call vote: Mr. Huffman-aye; Mrs. Buffenmyer-aye; Mrs. Conrad-aye; Mr. Buckley-aye; Mr. Becker-aye; and Mr. Groft-aye. Motion was carried.

By common consent and action, Mr. Groft adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Lori Duncan, Secretary