

November 14, 2016  
Conewago Valley Administration Office

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order in the Board Room of the Conewago Valley Administration Office at 7:30 p.m. Mr. Keith Mummert called the meeting to order. The following members were present: Mrs. Jenene Conrad, Mrs. Linda Buffenmyer, Mr. Ed Groft, Mr. William Huffman, Mr. Michael Buckley and Mr. Luke Crabill. Absent were: Mr. Eric Flickinger and Mr. Scott Becker. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Ken Armacost, Dr. Gretchen Gates, Dr. Larry Sanders and Mr. Kevin Thomas and Solicitor Ms. Brooke Say.

An Executive session was called to discuss personnel matters prior to the start of the meeting.

Mr. Huffman made a motion, seconded by Mrs. Conrad to accept the minutes of the October 3, 2016 Committee of the Whole meeting and the October 10, 2016 Regular meeting of the Board of Directors. By voice vote the motion was carried.

Mr. Groft congratulated the students and other district personnel whose name appear on the monthly congratulations list.

1. The Treasurer's report showed:

<u>PNC Checking Account</u>		
Previous Balance	\$16,768,537.36	
Deposits	1,121,049.87	
Disbursements	<u>5,565,395.26</u>	
Balance 11/1/16		\$12,324,191.97
<u>PA School District Liquid Asset Fund</u>		
Previous Balance	\$ 995,720.32	
Deposits	220.17	
Withdrawals	<u>29,302.09</u>	
Balance 11/1/16		\$966,638.40
<u>PA Local Government Investment Trust</u>		
Previous Balance	\$4,499,514.81	
Deposits	1,575,633.21	
Withdrawals	<u>0.00</u>	
Balance 11/1/16		\$6,075,148.02
<u>Capital Projects PLGIT 66-18</u>		
Previous Balance	\$78,795.33	
Deposit	26.96	
Disbursements	<u>830.00</u>	
Balance 11/1/16		\$77,992.29

Capital Reserve Fund Section 1431

Previous Balance	\$191,638.43	
Deposit	7.52	
Disbursements	<u>34,265.70</u>	
Balance 11/1/16		\$157,380.25

PLGIT Capital Reserve Fund Section 1431

Previous Balance	\$910,378.59	
Deposits	237.07	
Withdrawals	<u>0.00</u>	
Balance 11/1/16		\$910,615.66

Mr. Huffman made a motion, seconded by Mr. Groft to file the Treasurer's Report for audit.

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

Mrs. Buffenmyer made a motion, seconded by Mr. Crabill to pay the General Fund invoices as listed to include Checks #22212 to #22416. Void General Fund Checks #21863 and #22218. Pay Wires #92381 to #92403 and Purchase Card #20747cc to #20826cc. Total General Fund payments are in the amount of \$5,897,967.90, Capital Reserve Fund invoices to include Checks #398 and #399 in the amount of \$34,265.70. Food Service invoices to include Checks #2504 to #2528. Total Food Services Fund payments are in the amount of \$77,923.14. No checks were written from the Construction/Bond Account.

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.

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

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

1. (**Ways & Means/Curriculum**) Recommend authorizing Karen Sipe, Lori Althoff, and Joe Connolly to attend the OdysseyWare Summit, sponsored by the Lincoln Intermediate Unit #12 on November 17, 2016 from 8:00 am to 2:30 pm at the Lincoln Intermediate Unit #12, at no cost to the District, except for the cost of one (1) substitute.

2. (**Ways & Means/Curriculum**) Recommend authorizing Lauri Beans to attend the Administrative Assistants to School Superintendents Annual Workshop, sponsored by the Lincoln Intermediate Unit #12 on December 1, 2016 from 8:30 am to 3:00 pm at the Lincoln Intermediate Unit #12, with all charges to be paid or reimbursed by the District, not to exceed \$50.

3. (**Ways & Means/Curriculum**) Recommend authorizing Karen Sipe and Joanna Knott to attend the Coding in the Elementary School, sponsored by the Lincoln Intermediate Unit #12 on

December 2, 2016 from 8:00 am to 3:00 pm at the Lincoln Intermediate Unit #12, at no cost to the District, except for the cost of one (1) substitute.

4. ***(Ways & Means/Curriculum)*** Recommend authorizing Barbara Biles to attend the Innovative Design with 3D Printing Technology, sponsored by the Lincoln Intermediate Unit #12 on December 12-13, 2016 from 8:00 am to 3:00 pm at the Lincoln Intermediate Unit #12, with all charges to be paid or reimbursed by the District, not to exceed \$749, and the cost for one (1) substitute.

5. ***(Ways & Means/Curriculum)*** Recommend authorizing Vince Hall to attend the Chestnut Tree Follow-Up, sponsored by the American Chestnut Society on November 5, 2016 from 8:00 am to 5:00 pm at the Gettysburg Heritage Center, at no cost to the District.

6. ***(Ways & Means/Curriculum)*** Recommend authorizing Christopher Bowman to attend the Corrective Reading Workshop, sponsored by the Lincoln Intermediate Unit #12 on December 7, 2016 from 8:00 am to 3:30 pm at the Lincoln Intermediate Unit #12, at no cost to the District.

7. ***(Ways & Means/Curriculum)*** Recommend authorizing Janet Trimmer to attend the Comprehensive Planning Event, sponsored by PaTTAN on November 16, 2016 from 9:00 am to 12:00 pm in Harrisburg, at no cost to the District, except mileage.

8. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately 10 (ten) members of the high school student council, accompanied by Jason Warner to travel to the 2016 PASC State Conference at Deer Lake High School on November 10-12, 2016 in Cheswick, PA, at no cost to the District except for the cost of one (1) substitute.

9. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately twenty (20) high school baseball team members, supervised by Scott Anderson, Brandon Horick, and Joel Brosius, to travel to James Madison University in Harrisonburg, VA on March 17 & 18, 2017 to participate in a baseball scrimmage and to attend a JMU baseball game, at no cost to the District.

10. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately one hundred fifteen (115) middle school students on the 8-1 team, supervised by Eric Warner and teachers on the 8-1 team, to travel for a field trip to the United States Holocaust Memorial Museum in Washington, D.C. in April, 2017 from 7:30 am to 4:30 pm, at no cost to the District.

11. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately ninety (90) varsity club students from the high school, supervised by Alecia Kraus, to travel to the Hanover Halloween Parade in Hanover, PA on Thursday, October 27, 2016 from 4:00 pm to 10:00 pm, at no cost to the District.

12. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately twenty (20) participants in the New Oxford Ski Club, supervised by Anthony Angelini, Jessica Martin, David Bowman, and Kayla Vogelsong to travel to Ski Liberty or Ski Roundtop on Wednesday's

beginning January 4, 2017 through March 8, 2017 from 3:00 pm to 9:30 pm, at no cost to the District.

13. **(Ways & Means/Curriculum)** Recommend accepting the donation of forty (40) microscopes to the New Oxford Middle School Science Department from AquaPhoenix Scientific, Inc.

14. **(Ways & Means/Curriculum)** Recommend approval of the contract between Conewago Valley School District and Stevie Brown for the property located at 600 Berlin Road, New Oxford, PA.

15. **(Ways & Means/Curriculum)** Recommend authorizing approximately fifteen to twenty-five (15-25) members in the New Oxford High School Band, supervised by Tim Rohrbaugh to travel to New Oxford Square on Saturday, November 26, 2016 from 4:45 pm to 5:15 pm, to participate in a volunteer ensemble performance at the New Oxford Tree Lighting, at no cost to the District.

16. **(Ways & Means/Curriculum)** Recommend authorizing approximately twenty-four (24) members in the FBLA Club, supervised by Patty Bealmear and Sarah Lewis to travel to Central Penn Business College on December 12, 2016 from 7:00 am to 3:00 pm, to participate in the FBLA Regional Leadership Conference, at no cost to the District, except the cost for two (2) substitutes.

17. **(Ways & Means/Curriculum)** Recommend authorizing Lorrie Eck, Laurie Miller, Becky Wildasin, Lisa Miller, Margo Singer, Drew Little, and Bryan Watkins to attend the School Crisis Management: The First 24 Hours Event, sponsored by Wellspan and Lincoln Intermediate Unit #12 on November 9, 2016 at Lincoln Intermediate Unit #12 in New Oxford, at no cost to the District, except for the cost of one (1) substitute.

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

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

1. **(Personnel)** Recommend accepting the resignation of Karen Lauchman, secretary to the middle school principal, effective November 4, 2016.

2. **(Personnel)** Recommend accepting the resignation of Kimberly Shaffer, middle school cafeteria cashier, effective November 3, 2016.

3. **(Personnel)** Recommend accepting the resignation of Ryan Marriott, assistant cheerleading coach, effective October 20, 2016.

4. **(Personnel)** Recommend that whereas there is certification by the District superintendent that a satisfactory rating was given during the last three (3) months of a period of three (3) years of service in the District as a Temporary Professional Employee to the following

District employees, said employees are now recognized as having achieved the status of Professional Employee (i.e. tenured), that they so be notified, and that those who have not resigned be tendered with the standard contract of employment provided for Professional Employees.

Sean Bair  
Tabitha Manzo

Andrew Dellinger  
Brittany Moyer

Laura Hoffman  
Shaun Wagner

5. **(Personnel)** Recommend the employment of Lureen Nelson, ESL aide at Conewago Valley Intermediate School, retroactive to November 7, 2016, at the established rate in addendum A\* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
6. **(Personnel)** Recommend the employment of Kristen Cortez, ESL aide at Conewago Valley Intermediate School, at the established rate in addendum A\* (Range 3b), pending having met all required Federal, State, and local hiring regulations.
7. **(Personnel)** Recommend approval of the transfer of Elaine Hartlaub from substitute cafeteria worker at New Oxford Middle School (4g) to full time school term cook at New Oxford Middle School (4e2), effective November 15, 2016.
8. **(Personnel)** Recommend approval of the transfer of Tracey Myers from substitute cafeteria worker at New Oxford Middle School (4g) to part time school term cook at New Oxford Middle School (4f), effective November 15, 2016.
9. **(Personnel)** Recommend approval of the transfer of Sarah Linton from part time school term cook at Conewago Valley Intermediate School (4f) to cashier at Conewago Valley Intermediate School (4h2), effective November 15, 2016.
10. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Jennifer Nelson for the purpose of childbirth/child rearing, such leave to begin on or about March 8 2017, and extend until approximately May 3, 2017, 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.
11. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Courtney Fortuna for the purpose of childbirth/child rearing, such leave to begin on or about February 1, 2017, and extend until the end of the 2016-2017 school year, 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.
12. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Crystal Freed for the purpose of childbirth/child rearing, such leave to begin on or about March 27 2016, and extend until the end of the 2016-2017 school year, 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.

13. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Emily Dickinson for medical reasons, on an intermittent basis to begin on or about October 27, 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.

14. **(Personnel)** Recommend employment 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.

Donald Becker	Margo Dunaway (retro to 11/7/16)	Melinda Johnston
Tamara Leas	Monica Virgilio	Tracy Warner

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

Anderson, Kyrsten L. (retro to 10/10/16)	Butz, Gloria R.	Crandell, Laura J.
Doan, Cynthia J.	Doss, Stacy L.	Kind Jr., Charles L.
Kint, Angela M.	Lebo, Miranda A.	McIntyre, Holly A.
McNew, Kathryn J.	Moser, Jason W.	Nutty, Jaclyn L.
Pratt, Jeffrey S.	Schuchart, Brandon R.	Scheer, Margaret S.
Simmons, Kathy A.	Touloumes, Beth A.	Wentz, Jayme E.

16. **(Personnel)** Recommend employment of Angela Simpson as a day-to-day substitute cafeteria workers 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.

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

Kovalic, Christina N.	Lebo, Justin A.	Moser, Rebecca M.	Thomas, Jaymie C.
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18. **(Personnel)** Recommend employment of Jenny Shrader, principal secretary at New Oxford Middle School, at the established rate in addendum A\* (Range 1b), pending having met all required Federal, State, and local hiring regulations.

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

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

1. **(Property & Supplies/Use of Facilities)** Recommend authorizing Beginning Champions Wrestling, with Darwin Weibley as representative, to use the New Oxford High School wrestling room and auxiliary gym on February 4, 2017 from 8:00 am to 4:00 pm, to hold elementary wrestling match, with charges outlined in Board Policy #707, and any services of custodians,

security, and/or technical personnel as needed, and with the provision of proof of insurance as per Board Policy.

**Beginning Champions Wrestling - \$25 utility fee for high school use, plus custodial and security charges for 8 hours @ \$35 per hour each = \$585**

2. *(Property & Supplies/Use of Facilities)* Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use Conewago Valley Intermediate School main and auxiliary gyms on the following Saturdays 1/7, 1/14, 2/4, 2/11, 2017 from 6:00 pm to 8:00 pm for the purpose of open gym softball practice, with charges outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

3. *(Property & Supplies/Use of Facilities)* Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use New Oxford High School auxiliary gym on the following Sunday's 1/8, 1/15, 1/22, 1/29, 2/5, 2/12, 2/19, 2/26, 2017 from 1:00 pm to 7:00 pm for the purpose of travel ball team softball practice, With charges outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

4. *(Property & Supplies/Use of Facilities)* Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use Conewago Valley Intermediate School main and auxiliary gyms on Saturdays from February 4, 2017 - March 18, 2017 from 8:00 am to 12:00 pm from for the purpose of a pitching skills clinic, with charges outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

5. *(Property & Supplies/Use of Facilities)* Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use New Oxford High School, New Oxford Middle School, and Conewago Valley Intermediate School main and auxiliary gyms on the following Saturday's 3/4, 3/11, 3/18, 3/25, 2017 from 10:00 am to 12:00 pm for the purpose of indoor preseason softball practice, with charges outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

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

By common consent and action, Mr. Mummert adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Lori Duncan  
Secretary