

January 15, 2018
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 7:31 p.m. Mr. Keith Mummert called the meeting to order. The following members were present: Mrs. Linda Buffenmyer, Mr. William Huffman, Mr. Luke Crabill, Mr. Ed Groft, Mr. Eric Flickinger and Mr. Michael Buckley. Absent was Mrs. Jenene Conrad. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Christopher Bowman, Dr. Ken Armacost, Dr. Larry Sanders, Ms. Misti Wildasin 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.

Mrs. Buffenmyer made a motion, seconded by Mr. Crabill to accept the minutes of the December 4, 2017 Committee of the Whole meeting, Reorganization Meeting and the 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.

Mrs. Buffenmyer made a motion, seconded by Mr. Groft to file the Treasurer's Report for audit and finance items.

1. The Treasurer's report showed:

PNC Checking Account

Previous Balance	\$12,751,153.05	
Deposits	1,005,018.05	
Disbursements	<u>3,533,372.60</u>	
Balance 1/1/18		\$10,222,798.50

PA School District Liquid Asset Fund

Previous Balance	\$ 561,092.87	
Deposits	2,315.19	
Withdrawals	<u>33,471.29</u>	
Balance 1/1/18		\$529,936.77

PSDLAF Flex CD

Previous Balance	\$2,000,000.00	
Deposits	0.00	
Withdrawals	<u>0.00</u>	
Balance 1/1/18		\$2,000,000.00

PA Local Government Investment Trust

Previous Balance	\$6,458,664.64	
Deposits	2,678,369.73	
Withdrawals	<u>0.00</u>	
Balance 1/1/18		\$9,137,034.37

Capital Projects PLGIT 66-18

Previous Balance	\$9,643.05	
Deposit	9.27	
Disbursements	<u>0.00</u>	
Balance 1/1/18		\$9,652.32

PSDLAF Bond 2017

Previous Balance	\$ 0.00	
Deposit	9,811,454.50	
Disbursements	<u>0.00</u>	
Balance 1/1/18		\$9,811,454.50

Capital Reserve Fund Section 1431

Previous Balance	\$6,054.32	
Deposit	1.86	
Disbursements	<u>0.00</u>	
Balance 1/1/18		\$6,056.18

PLGIT Capital Reserve Fund Section 1431

Previous Balance	\$916,429.01	
Deposits	788.43	
Withdrawals	<u>0.00</u>	
Balance 1/1/18		\$917,217.44

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

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

Recommend paying the General Fund invoices as listed to include Checks #24635 to #24867. Pay Wires #92607 to #92624. Purchase Card payments to include #21525cc to #21598cc. Total General Fund payments are in the amount of \$5,053,476.62. Capital Reserve Fund invoices to include Check #421 in the amount of \$20,747.36. Food Service invoices to include Checks #2800 to #2825. Total Food Services fund payments are in the amount of \$76,035.04 and Construction Bond invoices to include Check #216 in the amount of \$5,392.50.

2. **(Finance)** Recommend to direct the administration to advertise and to make available for public inspection the 2018-2019 Preliminary Budget, and to advertise the Board's intent to request an Act 1 Exception for Retirement Contributions and Special Education in

anticipation of approval of the Preliminary Budget and Act 1 Exception Request at the January 15, 2018 Board meeting.

3. **(Finance)** Recommend acceptance of the annual local audit for the 2016-2017 fiscal year as presented by Kochenour, Ernst, Smyser, & Burg, P.C.
4. **(Finance)** Recommend acceptance of the PA Bureau of School Audits - Section B - Internal Control Review for the period of July 1, 2012 through June 30, 2016.
5. **(Finance)** Recommend the use of PA School District Liquid Asset Fund (PSDLAF Protect) as a banking option for the District.
6. **(Finance)** Recommend the purchase of Forecast 5 software for the period of January 1, 2018 through June 30, 2019.
7. **(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: Mr. Huffman-aye; Mr. Groft-aye; Mrs. Buffenmyer-aye; Mr. Crabill-aye; Mr. Buckley-aye; Mr. Flickinger-aye and Mr. Mummert-aye. Motion was carried.

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

1. **(Ways & Means/Curriculum)** Recommend adoption of the following updated Board Policies
 - #103 - Nondiscrimination in School and Classroom Practices
 - #103.1 - Nondiscrimination - Qualified Students with Disabilities
 - #104 - Nondiscrimination in Employment Practices
 - #302 - Employment of Superintendent/Assistant Superintendent
2. **(Ways & Means/Curriculum)** Recommend adoption of the following Board Policies
 - #150 - Title I - Comparability of Services
 - #419 - Reduction of Staff
3. **(Ways & Means/Curriculum)** Recommend authorizing Janet Trimmer and Erin Lambert to attend the Establishing Basic Skill Sets for Students with Autism Spectrum Disorders Conference, sponsored by PaTTAN, on January 17-18, 2018 from 8:30 am to 4:30 pm at PaTTAN in Harrisburg, at no cost to the District.
4. **(Ways & Means/Curriculum)** Recommend authorizing Karen Sipe, Bryan Watkins, and Lynne Miller to attend the ISP Conference, sponsored by the PA Federal Program Coordinator Association, on January 28-31, 2018, in Pittsburgh, PA, at no cost to the District.
5. **(Ways & Means/Curriculum)** Recommend authorizing Alexandra Heller and Mark Rodrigo to attend the Spring 2018 Wellspan Breakfast, sponsored by Wellspan, on

February 2, 2018 from 7:30 am - 9:00 am at the Gettysburg Hospital, at no cost to the District.

6. ***(Ways & Means/Curriculum)*** Recommend authorizing Russell Greenholt, Karen Sipe, and Misti Wildasin to attend the National Title I Conference, sponsored by the National Title I Association, on February 8-11, 2018 in Philadelphia, PA, at no cost to the District.
7. ***(Ways & Means/Curriculum)*** Recommend authorizing Autumn Zaminski to attend and present at the Pete & C Conference, sponsored by PAECT & PASBO, on February 11-14, 2018 from 7:00 am to 5:00 pm, in Hershey, PA, with all expensed to be paid or reimbursed by the District not to exceed \$300.
8. ***(Ways & Means/Curriculum)*** Recommend authorizing Karen Sipe to attend the Pete & C Conference, sponsored by PAECT & PASBO, on February 12-14, 2018 from 7:00 am to 5:00 pm, in Hershey, PA, with all expensed to be paid or reimbursed by the District not to exceed \$75.
9. ***(Ways & Means/Curriculum)*** Recommend authorizing Brandon Renoll to attend the PSADA Conference, sponsored by PSADA, on March 20-23, 2018 from 8:00 am to 10:00 pm, in Hershey PA, with all expenses to be paid or reimbursed by the District not to exceed \$692.00.
10. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately seventy-five (75) high school varsity club students, accompanied by Alecia Kraus to travel to AvalancheXpress Snow Tubing at Heritage Hills Resort on Sunday, February 18, 2018 from 11:00 am to 7:30 pm, for team unity in York, PA, at no cost to the District.

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

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

1. ***(Personnel)*** Recommend acceptance of the resignation of Roger McGrew, girls assistant lacrosse coach, effective December 22, 2017.
2. ***(Personnel)*** Recommend acceptance of the early retirement of Angie Kaltreider, secretary at Conewago Township Elementary School, effective at the end of the day on December 27, 2017.
3. ***(Personnel)*** Recommend acceptance of the resignation of Michele Hoffman, instructional aide at Conewago Township Elementary School, effective at the end of the day on January 12, 2018.
4. ***(Personnel)*** Recommend acceptance of the resignation of Rebecca Carrick, cafeteria employee at New Oxford High School, effective at the end of the day on January 19, 2018.

5. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Kimberly Johnston Smith, such leave to begin on or about April 9, 2018 and extend until the end of the 2017-2018 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, 1986.
6. **(Personnel)** Recommend the transfer of April Becker from substitute support staff to instructional aide (Category 3A) at the New Oxford HS/MS Colonial Academy, at the rate established in Addendum A* (Range 3b), retroactive to December 19, 2017.
7. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2017-2018 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Tara Bolton (nurse)
Stacey Reed

Paul Fredericksen

Kyle Ott

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

Adams, Melanie L.

Cook, Jennifer M.

Garber, Melissa K.

Johnson, Amy L.

Sharon Moser, Kyle R.

Bortner, Ronald E.

Dattoli, Krystal L.

Hockensmith, Harold E.

Kuhn, Kelly J.

Ridinger, Tonia L.

Carter, Charles A.

Forbes, Kelly

Hoshall, Heather M.

Madrigal Rocha,

Robinson, Joyce A.

9. **(Personnel)** Recommend approval of an intermittent unpaid leave of absence for Susan Bevenour, such leave to begin on or about January 9, 2018 and extend until the end of the 2017-2018 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, 1986.
10. **(Personnel)** Recommend acceptance of the voluntary resignation of Doris Wagner, instructional aide at New Oxford Elementary, effective January 3, 2018. [Mrs. Wagner has been on multiple leaves of absence for extended periods of time over several years. While she was offered the opportunity to return to her prior position with reasonable accommodation of her current restrictions, she has declined that offer.]
11. **(Personnel)** Recommend the transfer of Brittany Lamke from instructional aide at Conewago Township Elementary to 10-month secretary at Conewago Township Elementary (Category 2), at the rate established in Addendum A* (Range 1c), effective January 15, 2018.
12. **(Personnel)** Recommend the transfer of Kristen Cortez from ELL instructional aide at Conewago Township Elementary to temporary personal care assistant at New Oxford High

School (Category 6A), at the rate established in Addendum A* (Range 3b), effective January 16, 2018.

13. **(Personnel)** Recommend the transfer of Melissa Helt from substitute support staff to instructional aide at New Oxford Elementary (Category 3A), at the rate established in Addendum A* (Range 3b), retroactive to January 4, 2018.
14. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2017-2018 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Kai Hess

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

Lopez, Rosalinda Scott, Shannon M. Trawinski, John B.
Wardrop, Henry P.

17. **(Personnel)** Recommend employment of Megan Williams as an instructional aide at Conewago Township Elementary (Category 3A), at the wage established in Addendum A* (Range 3b), effective January 22, 2018, pending having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend the hiring of Jason Warner as Varsity Head Football coach for 2018/2019 school year.

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

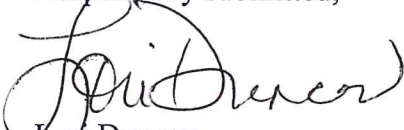
Mr. Flickinger made a motion, seconded by Mr. Groft to:

16. **(Personnel)** Recommend the appointment of Jeffrey Kindschuh to the vacated Region 2 Board seat.

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

By common consent and action, Mr. Mummert adjourned the meeting at 8:36 p.m.

Respectfully submitted,



Lori Duncan
Secretary