

August 14, 2017  
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. Ed Groft called the meeting to order. The following members were present: Mrs. Linda Buffenmyer, Mr. William Huffman, Mr. Scott Becker, Mr. Luke Crabill, Mr. Eric Flickinger, Mr. Michael Buckley and Mrs. Jenene Conrad. Absent was: Mr. Keith Mummert. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Christopher Bowman, Dr. Larry Sanders, Mr. Kevin Thomas and Ms. Misti Wildasin 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. Becker to accept the minutes of the June 5, 2017 Committee of the Whole meeting and the June 12, 2017 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	\$ 148,331.88	
Deposits	9,656,568.19	
Disbursements	<u>7,911,194.50</u>	
Balance 8/1/17		\$1,893,705.57

PA School District Liquid Asset Fund

Previous Balance	\$ 809,152.24	
Deposits	4,110.95	
Withdrawals	<u>87,289.54</u>	
Balance 8/1/17		\$725,973.65

PSDLAF Flex CD

Previous Balance	\$2,000,000.00	
Deposits	0.00	
Withdrawals	<u>0.00</u>	
Balance 8/1/17		\$2,000,000.00

PA Local Government Investment Trust

Previous Balance	\$4,935,652.34	
Deposits	5,042,125.91	
Withdrawals	<u>6,500,000.00</u>	
Balance 8/1/17		\$3,477,778.25

Capital Projects PLGIT 66-18

Previous Balance	\$46,475.06	
Deposit	48.87	
Disbursements	<u>31,000.00</u>	
Balance 8/1/17		\$15,523.93

Capital Reserve Fund Section 1431

Previous Balance	\$179,232.94	
Deposit	36.40	
Disbursements	<u>75,518.37</u>	
Balance 8/1/17		\$103,750.97

PLGIT Capital Reserve Fund Section 1431

Previous Balance	\$912,933.07	
Deposits	1,056.26	
Withdrawals	<u>0.00</u>	
Balance 8/1/17		\$913,989.33

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; Mr. Flickinger-aye; Mr. Crabill-aye; and Mr. Groft-aye. Motion was carried.

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

Mrs. Buffenmyer made a motion, seconded by Mrs. Conrad to pay the General Fund bills for school year 2016/2017 as listed to include Checks #23532 to #23635, void Checks #23289 and #23562, Wires #92512 to #92524 and Purchase Card transactions #21175cc to #21255cc in the amount of \$2,119,553.57, General Fund bills for school year 2017/2018 as listed to include Checks #23636 to #23858, void Checks #23694, #23695 and #23752, Wires #92525 to #92548 and Purchase Card transactions #21256cc to #21302cc for school years 2017/2018 in the amount of \$6,296,333.74, the Capital reserve account for the school year 2016/2017 Checks #412 and #413 in the amount of \$27,265 for the school year 2017/2018 Checks #414 to #416 in the amount of \$22,636. Cafeteria bills for the school year 2016/2017 to include checks #2694 to #2702 in the amount of \$755.83, Cafeteria bills for the school year 2017/2018 to include Checks #2703 to #2709 in the amount of \$10,950.68 and from the Construction fund for the school year 2016/2017 Check #211 in the amount of \$31,000 and no Construction fund checks for the school year 2017/2018.

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

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

1. *(Ways & Means/Curriculum)* Recommend adoption of Board Policy #725. (Security: Animals on District Property).
2. *(Ways & Means/Curriculum)* Recommend approval of the following building Student/Parent Handbooks.  
     New Oxford High School  
     New Oxford Middle School  
     Conewago Valley Intermediate School  
     New Oxford and Conewago Township Elementary Schools
3. *(Ways & Means/Curriculum)* Recommend approval of Franziska Bacher from Germany as a foreign exchange student for the 2017-2018 school year. (Host parent: Sherri Flickinger)
4. *(Ways & Means/Curriculum)* Recommend approval of Franco Canessa from Chile as a foreign exchange student for the 2017-2018 school year. (Host parents: Mike and Stacey Dodd)
5. *(Ways & Means/Curriculum)* Recommend accepting the donation of 3 books to the high school library about local citizens and their experiences during the Battle of Gettysburg from author Linda Clark.

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

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

1. *(Personnel)* Recommend acceptance of the resignation of Matthew McFarland, 2nd grade teacher at CTE, and asst. wrestling coach, effective June 13, 2017.
2. *(Personnel)* Recommend acceptance of the resignation of Tyler Frederick, ½ time Health and PE teacher at NOMS, effective June 13, 2017.
3. *(Personnel)* Recommend acceptance of the resignation of Kelly Bair, instructional aide at CVIS, effective June 19, 2017.
4. *(Personnel)* Recommend acceptance of the resignation of Edwin Orndorff, 2nd shift custodian at NOE, effective July 26, 2017.
5. *(Personnel)* Recommend acceptance of the resignation of Jacob Groft, boys volleyball asst. coach , effective June 30, 2017.
6. *(Personnel)* Recommend acceptance of the resignation of Dona Shermeyer, part-time cafeteria employee at CTE, effective July 31, 2017.



7. **(Personnel)** Recommend acceptance of the resignation of April Becker, 10 month secretary at CVIS, effective August 11, 2017.
8. **(Personnel)** Recommend acceptance of the resignation of Laurie Lincoln, instructional aide at NOE, effective July 26, 2017.
9. **(Personnel)** Recommend approval of the following personnel transfers, effective for the 2017-2018 school year.

Olivia Smith from keyboarding aide at NOE/CTE to instructional aide at CVIS  
Amanda Christner-McFarland from 1st Grade at CTE to 2nd Grade at CTE  
Brianna Smith from 5th Grade at CVIS to 1st Grade at CTE  
Jessica Rios from Special Education at NOHS to 5th Grade at CVIS  
Meghan Latshaw from Special Education at NOMS to Special Education at NOHS  
Jennie (Mandy) Haugh from ESL Grades 4-6 at CVIS to ESL Grades K-3 at NOE/CTE

10. **(Personnel)** Recommend employment of Andrew Miller as a 2017 summer technology worker retroactive to June 20, 2017, at the established rate, pending appropriate approvals as needed.
11. **(Personnel)** Recommend employment of Alicia Klaus as a 10 month secretary at New Oxford Middle School (Category 2), at the wage established in Addendum A\* (Range 1c), retroactive to July 5, 2017, pending having met all required Federal, State, and local hiring regulations.
12. **(Personnel)** Recommend employment of Deanna Markle as a 12 month secretary at Conewago Valley Intermediate School (Category 1), at the wage established in Addendum A\* (Range 1b), retroactive to July 31, 2017, pending having met all required Federal, State, and local hiring regulations.
13. **(Personnel)** Recommend employment of Candice Barfield as an instructional aide at Conewago Valley Intermediate School (Category 3A), at the wage established in Addendum A\* (Range 3b), effective the first day of the 2017-2018 school year, pending having met all required Federal, State, and local hiring regulations.
14. **(Personnel)** Recommend employment of Devon Brogan as an LSS instructional aide at New Oxford Middle School (Category 3A), at the wage established in Addendum A\* (Range 3b), effective the first day of the 2017-2018 school year, pending having met all required Federal, State, and local hiring regulations.
15. **(Personnel)** Recommend employment of Katrina Roscoe as an instructional aide at Conewago Valley Intermediate School (Category 3A), at the wage established in Addendum A\* (Range 3b), effective the first day of the 2017-2018 school year, pending having met all required Federal, State, and local hiring regulations.

16. **(Personnel)** Recommend employment of Bonnie Little as a 10 month secretary at Conewago Valley Intermediate School (Category 2), at the wage established in Addendum A\* (Range 1c), retroactive to August 1, 2017, pending having met all required Federal, State, and local hiring regulations.
17. **(Personnel)** Recommend employment of Nathan Edwards as an keyboarding/lab instructional aide at New Oxford Elementary and Conewago Township Elementary Schools (Category 3A), at the wage established in Addendum A\* (Range 3b), effective the first day of the 2017-2018 school year, pending having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend employment of Caitlin Frazier as a Temporary Professional Employee - ½ time Learning Support Teacher at Conewago Township Elementary School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, effective the first day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
19. **(Personnel)** Recommend employment of Stephanie Kennelly as a Temporary Professional Employee - ½ time Health and Physical Education Teacher at New Oxford Middle School, at a salary equal to Masters, Step 1 of the applicable negotiated agreement, effective the first day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
20. **(Personnel)** Recommend employment of Laurel Brown as a Temporary Professional Employee - School Nurse at Conewago Valley Intermediate School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, effective the first day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
21. **(Personnel)** Recommend employment of Eric Bowden as a Long-Term Substitute Employee (vice Lisa Miller) at Conewago Township Elementary School, at a salary equal to Column Masters, Step 1 of the applicable negotiated agreement, effective August 16, 2017 and ending the last day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
22. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Brittany Moyer, such leave to begin on or about September 2, 2017 and extend until approximately October 30, 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, 1986.
23. **(Personnel)** Recommend approval of a paid and unpaid leave of absence to Jessica Nicholas, such leave to begin on or about November 6, 2017 and extend until approximately March 16, 2018 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.



24. **(Personnel)** Recommend that Dr. Raymond Ruberg be appointed as primary school physician and Dr. E. William Waring as school dentist for the 2017-2018 school term with duties according to the usual and customary fee.
25. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2017-2018 school year, pending having met all Federal, State, and local hiring regulations.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Jarrold Linn	Football Asst. Coach	\$3,219.12
Chris Arnold	Percussion Arranger (Fall)	\$1,200.00
Chris Arnold	Percussion Instructor (Fall)	\$2,500.00
Kasey Bireley	NOMB Pit Percussion (Fall)	\$1,500.00
Ashley McDaniel	Grade 7-12 Strings	\$1,946.00
Grace Watson-Martin	Middle School Chorus	\$ 789.00
Keith Williams	Head Cross Country Coach	\$3,326.22
Karen Rohrbaugh	Head Colorguard Instructor (Fall)	\$4,314.00
Chelsea Brown	Asst. Colorguard Instructor (Fall)	\$1,073.00
Kimberly Connolly	Asst. Colorguard Instructor(Fall)	\$1,000.00
Matthew Wensel	Intermediate School Chorus	\$ 437.00
Beth Roscoe	Assistant Cheerleading Coach	\$ 887.75
Rebecca Miller	Assistant Cross Country Coach (JH)	\$1,147.00

26. **(Personnel)** Recommend approval of the following adjustment to the Curriculum Cabinet Compensation Chart for 2017-2018:

Learning Support Grades 7-12 - Matt Hartman - \$3,500.00  
to  
Learning Support Grade 7-8 - Amy Beckman - \$1,200.00  
Learning Support Grades 9-12 - Matt Hartman - \$2,300.00

27. **(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.

Joan Adams	Marissa Caldwell	Rachel Cross
Caitlin Frazier	Mitchell Hildebrand	Season Miller
Sydney Pugh	Bryan Sponseller	Sarah Nickey
Robin Trimmer		

28. **(Personnel)** Recommend approval of the following day-to-day substitute support staff (instructional aide/secretary) 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.

April Becker

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

Billman, Brian M.      Gates, Gretchen L.      Roscoe, Katrina M.  
Weaver, Stacie A.

30. **(Personnel)** Recommend amending the professional employee contract for Eugene Kraus from Masters, Step 10 to Masters +12, Step 10.
31. **(Personnel)** Recommend acceptance of the resignation of Lydian Kessler, cafeteria worker at NOHS, effective August 25, 2017.
32. **(Personnel)** Recommend acceptance of the resignation of James Kunkle, girls basketball coach , effective August 9, 2017.
33. **(Personnel)** Recommend acceptance of the resignation of Diana Gallagher, girls basketball assistant coach , effective August 9, 2017.
34. **(Personnel)** Recommend acceptance of the resignation of Sara Loy, assistant cheerleading coach, effective August 10, 2017.
35. **(Personnel)** Recommend acceptance of the resignation of Patricia Harmel, cafeteria worker at CTE, effective August 14, 2017.
36. **(Personnel)** Recommend acceptance of the resignation of Tina Hagarman, media specialist/librarian at NOE and CTE, effective August 11, 2017.
37. **(Personnel)** Recommend employment of Kathleen Fluman as a Temporary Professional Employee - Learning Support Teacher at New Oxford Middle School, at a salary equal to Column Instructional 1, Step 3 of the applicable negotiated agreement, effective the first day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
38. **(Personnel)** Recommend approving Christopher Powers from the position of student custodian to part-time custodian (Category 4A) at the wage established in Addendum A\*(Range 2d ), pending having met all required Federal, State, and local hiring regulations.
39. **(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.

Stephanie Kennelly

Victoria Temple



40. **(Personnel)** Recommend approval of the following day-to-day substitute support staff (cafeteria) 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.

Lydian Kessler

41. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2017-2018 school year, pending having met all Federal, State, and local hiring regulations.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Travis Martin	Girls Tennis Head Coach	\$3,204.84
Travis Martin	Boys Tennis Head Coach	\$3,204.84
Bryan Fraim	Girls Soccer Head Coach	\$3,945.00
Kaila (Hess) Vogel song	Girls Soccer Asst. Coach	\$2,943.72

**\*amend Kaila (Hess) Vogel song from Girls Soccer Head Coach to Girls Soccer Asst. Coach**

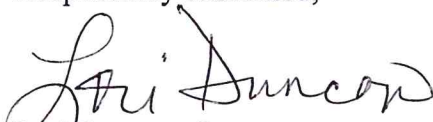
42. **(Personnel)** Recommend employment of Autumn P. Zaminski as a Professional Employee - Fourth Grade Teacher at Conewago Valley Intermediate School, at a salary equal to Column Instructional 1, Step 6 of the applicable negotiated agreement, effective the first day of the 2017-2018 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
43. **(Personnel)** Recommend employment of Nicole Zimmerman as an instructional aide at Conewago Valley Intermediate School (Category 3A), at the wage established in Addendum A\* (Range 3b), effective the first day of the 2017-2018 school year, pending having met all required Federal, State, and local hiring regulations.
44. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Hahn, Michael A.	Lemaire, Catherine E.	Sharrer, Angela O.
Smith, Adam L.		

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

By common consent and action, Mr. Groft adjourned the meeting at 7:54 p.m.

Respectfully submitted,

  
Lori/Duncan, Secretary



Book	Policy Manual
Section	700 Property
Title	Security: Animals on District Property
Number	725
Status	Administrative Review

### **Purpose**

The Board of School Directors recognizes the need to maintain healthy, safe, and secure facilities for all persons entering school property. The Board of School Directors directs that any and all animals in the care, custody, or control of any person be prohibited on District property.

### **Authority**

The Board of School Directors directs the Superintendent to develop regulations that prohibit animals on District property.

### **Delegation of Responsibility**

The Superintendent shall see that regulations prohibiting animals on District property are developed and implemented. No animal in the care, custody, or control of any person shall be permitted on school property except those which qualify under the following exceptions:

The animal is a trained guide and/or assistant of a legally physically handicapped person.

The animal is part of an educational program, experiment and/or project and is the direct responsibility of staff member, trainer, and/or parent.

The animal is part of a law enforcement operation or training program and is the direct responsibility of the law enforcement agency.