

November 13, 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 7:33 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. Eric Flickinger, Mr. Ed Groft, Mr. Michael Buckley and Mrs. Jenene Conrad. Absent was Mr. Scott Becker. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Christopher Bowman, Dr. Ken Armacost, 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.

Mrs. Buffenmyer made a motion, seconded by Mr. Huffman to accept the minutes of the October 2, 2017 Committee of the Whole meeting and the October 9, 2017 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 Mrs. Conrad to:

3. **(Finance)** Recommend approval of the attached resolution authorizing the issuance of the General Obligation Bonds of 2017 for the purpose of financing various capital projects of the District and paying costs of issuance.

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

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

1. The Treasurer's report showed:

<u>PNC Checking Account</u>	
Previous Balance	\$18,312,008.92
Deposits	1,330,333.66
Disbursements	<u>6,264,833.07</u>
Balance 11/1/17	\$13,377,509.51

PA School District Liquid Asset Fund

Previous Balance	\$ 620,856.00	
Deposits	2,069.10	
Withdrawals	<u>27,921.65</u>	
Balance 11/1/17		\$595,003.45

PSDLAF Flex CD

Previous Balance	\$2,000,000.00	
Deposits	0.00	
Withdrawals	<u>0.00</u>	
Balance 11/1/17		\$2,000,000.00

PA Local Government Investment Trust

Previous Balance	\$4,075,827.93	
Deposits	1,442,266.81	
Withdrawals	<u>0.00</u>	
Balance 11/1/17		\$5,518,094.74

Capital Projects PLGIT 66-18

Previous Balance	\$9,727.43	
Deposit	7.80	
Disbursements	<u>100.00</u>	
Balance 11/1/17		\$9,635.23

Capital Reserve Fund Section 1431

Previous Balance	\$61,019.17	
Deposit	8.42	
Disbursements	<u>31,495.00</u>	
Balance 11/1/17		\$29,532.59

PLGIT Capital Reserve Fund Section 1431

Previous Balance	\$915,165.45	
Deposits	625.06	
Withdrawals	<u>0.00</u>	
Balance 11/1/17		\$915,790.51

Roll call vote: Mr. Huffman-aye; Mr. Flickinger-aye; Mr. Groft-aye; Mrs. Buffenmyer-aye; Mr. Buckley-aye; Mr. Crabill-aye; Mrs. Conrad-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 #24269 to #24520. Void Checks #24400 to #24434. Pay Wires #92574 to #92598. Purchase Card payments to include #21375cc to #21451cc. Total General Fund payments are in the amount of \$6,828,889.10, Capital Reserve Fund Check #420 in the amount of \$23,481.45. Food Service invoices to include Checks #2756 to #2788. Total

Food Services Fund payments are in the amount of \$100,215.73 and no Construction Bond checks.

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

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

1. **(Ways & Means/Curriculum)** Recommend adoption of the updated Board Policies (Section 100 - Programs) (#100 - #146 inclusive).
2. **(Ways & Means/Curriculum)** Recommend authorizing Marcy Rickrode, Erin Lambert, Bryan Watkins, Bobbi Bican, Alexandra Heller, John Beeman, Laurie Miller, Abby Reichart, and Karen Sipe to attend the School Crisis Management: Leading in the Aftermath workshop, sponsored by Lincoln Intermediate Unit #12 and Wellspan EAP on November 15, 2017 from 8:00 am to 3:00 pm in New Oxford, PA, at no cost to the District.
3. **(Ways & Means/Curriculum)** Recommend authorizing Shawn Myers and Drew Little to attend the College and Career Readiness Conference, sponsored by Pennsylvania College of Technology on November 17, 2017 from 9:00 am to 2:30 pm in Williamsport, PA, at no cost to the District, except travel and the cost of one (1) substitute.
4. **(Ways & Means/Curriculum)** Recommend authorizing Lauri Beans to attend the Administrative Assistants to School Superintendents Annual Conference, sponsored by Lincoln Intermediate Unit #12 on December 13, 2017 from 8:30 am to 3:00 pm in New Oxford, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$50.
5. **(Ways & Means/Curriculum)** Recommend authorizing Erin Lambert and Margo Singer to attend the Universal Screening for Behavior: Nuts and Bolts to Implantation workshop, sponsored by PaTTAN on January 12, 2018 from 9:00 am to 1:30 pm in Harrisburg, PA, at no cost to the District.
6. **(Ways & Means/Curriculum)** Recommend authorizing Darcy Tyson and Bryan Watkins to attend the Bridging the Gap workshop, sponsored by the United Way of Gettysburg on April 5, 2018 from 7:30 am to 4:00 pm in Gettysburg, PA, at no cost to the District, except the cost of one (1) substitute.
7. **(Ways & Means/Curriculum)** Recommend authorizing Nancy Cimino to attend the 3-D Printing workshop, sponsored by the Lincoln Intermediate Unit #12 all day on December 11 - 12, 2017, in New Oxford, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$99.

8. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately five (5) high school orchestra students, accompanied by Ashley McDaniel to travel to Dallastown High School on December 2, 2017 from 6:30 am to 5:00 pm, for District Orchestra auditions in Dallastown, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$65.
9. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately forty-five (45) middle school orchestra students, accompanied by Ashley McDaniel to travel to Carlisle High School on March 21, 2018 to attend the CCMEA Middle School County Orchestra Festival in Carlisle, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$495.
10. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately one (1) high school orchestra student, accompanied by Ashley McDaniel to travel to Messiah College on March 22-24, 2018 to attend the PMEA Central Region Orchestra Festival in Mechanicsburg, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$250.
11. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately five (5) middle school orchestra students, accompanied by Ashley McDaniel to travel to Hershey High School on April 7, 2018, to attend the PMEA District 7 String Fest in Hershey, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$175.
12. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately one (1) high school orchestra student, accompanied by Ashley McDaniel to travel to the Lancaster County Convention Center on April 19-21, 2018, to attend the PMEA State Orchestra Festival in Lancaster, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$250.
13. ***(Ways & Means/Curriculum)*** Recommend authorizing Karen Sipe to attend What Educators Need to Know about ELS and Special Education workshop, sponsored by PaTTAN on November 28, 2017 from 8:30 am to 3:45 pm in Harrisburg, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$6.
14. ***(Ways & Means/Curriculum)*** Recommend authorizing Christopher Rudisill and Christopher Bowman to attend the SAS Conference, sponsored by Northwest Tri-County Intermediate Unit #5 on Dec. 4 and 5, 2017 from 8:00 am to 3:30 pm in Hershey, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$200.

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

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

1. ***(Personnel)*** Recommend acceptance of the resignation of Tracey Nailor, library aide at Conewago Township Elementary School, effective November 17, 2017.

2. **(Personnel)** Recommend acceptance of the resignation of Amanda Bamberger, girls assistant volleyball coach (HS), effective October 20, 2017.
3. **(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.

Ethan R. Chrismer

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

<u>NAME</u>	<u>ASSIGNMENT(S)</u>	<u>STIPEND</u>
Brian Martin	Wrestling Head Coach	\$5,630.40
Tiffany Jantzen	Basketball Asst. Coach - Girls (JV)	\$3,261.00
Derek Starner	Basketball Asst. Coach - Boys (7,8,9)	\$3,261.00
Jennifer Snyder	NOHS Science Curriculum Leader 9-12	\$4,016.00

5. **(Personnel)** Recommend amending employment of Nancy Kraber from a substitute cafeteria worker to a part-time cafeteria worker at Conewago Township Elementary School retroactive to October 11, 2017, at the established rate in addendum A* (Range 4f), pending having met all required Federal, State, and local hiring regulations.
6. **(Personnel)** Recommend employment of Kayla Galloway as a Long-Term Substitute Employee for 5th grade at Conewago Valley Intermediate School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, retroactive to October 25, 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.
7. **(Personnel)** Recommend employment of Colin Plotica as a student technology worker retroactive to October 23, 2017, at the established rate, pending appropriate approvals as needed.
8. **(Personnel)** Recommend approval of an unpaid leave of absence to Melissa Rudisill, such leave to begin on October 16, 2017 and extend until approximately March 2, 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.
9. **(Personnel)** Recommend employment 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.

Stanley Weidler Heather Paul

10. **(Personnel)** Recommend employment of the following day-to-day substitute support staff 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.

Melissa Helt - retro to 10/24/17

Corrie Wilderson

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

Aguilar, Paula G.
Dixon, Colleen M.
Gobrecht, Elizabeth A.
Henry, Lonnie S.
Hucks Jr., Dennis A.
Lehigh, Tiffany R.
Miles, Shawn T.
Sahady, Mark W.
Wilson, Abigail M.

Bentzel, Penny L.
Flickinger, Kyle G.
Good, Jennifer J.
Henry, Stephanie L.
Klinedinst, Tammy L.
Long, Jodi L.
Murren, Sarah R.
Stephan, Danielle L.

Dahler, Nicole M.
Garcia, Crystal N.
Groft, Staci L.
Herring, Michael L.
Kuhns, Deborah A.
McFatridge, Karli M.
Paul, Heather L.
Stough, Shari L.

12. **(Personnel)** Recommend acceptance of the resignation of Rachel Booth, girls head volleyball coach, effective November 6, 2017.

13. **(Personnel)** Recommend amending employment of Peggy Staub from a substitute cafeteria worker to a part-time cafeteria worker at Conewago Township Elementary School, at the established rate in addendum A* (Range 4f), pending having met all required Federal, State, and local hiring regulations.

14. **(Personnel)** Recommend employment of Barbara Burgess as a library aide at Conewago Township Elementary School, at the established rate in addendum A* (Range 3b), effective November 16, 2017 pending having met all required Federal, State, and local hiring regulations.

15. **(Personnel)** Recommend employment 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.

Derrick Ferree

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

Bosley, Amber
MacGregor, Kelly A.

Graziosi, Giuliano
Topper, LoriAnne

Groft, Kristen M.

17. **(Personnel)** Recommend approval of a unpaid leave of absence for Rachel Zepp, such leave to begin on November 13, 2017 on an intermittent basis until the end of the first semester of the 2017-2018 school year, and taking a medical sabbatical for the 2nd semester of the 2017-2018 school year.

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

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

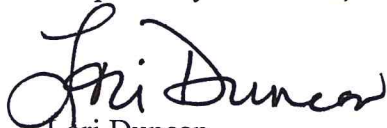
1. **(Property & Supplies/ Use of Facilities)** Recommend authorizing New Hope Ministries, New Oxford Center, with Amy Flores as representative, to use New Oxford Elementary School parking lot on Saturday, November 18, 2017 from 8:00 am to 2:00 pm for the purpose of the Thanksgiving Dinner Giveaway, 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 Inspiring Confidence and MBP, with Tracey Warner as representative, to use New Oxford Elementary School cafeteria on Saturday, January 13, 2018 from 1:00 pm to 3:00 pm for the purpose of a Zumba Master Class, 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.
3. **(Property & Supplies/ Use of Facilities)** Recommend authorizing The American Cancer Society, with Jenna Klunk-Mueller as representative, to use New Oxford High School cafeteria on the following evenings on January 9, February 6, March 6, April 3, May 1, and June 5, 2018 from 5:00 pm to 8:30 pm, for the purpose of Relay for Life monthly meetings, 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.
4. **(Property & Supplies/ Use of Facilities)** Recommend authorizing Lincoln Intermediate Unit #12, with Deb Ayers as representative, to use the Conewago Valley School District Auditorium on March 23, 2018 from 7:30 am to 3:00 pm for the purpose of the Regional Academic Competition, 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.
5. **(Property & Supplies/ Use of Facilities)** Recommend authorizing Adams County Head Start with Kayla Fake as representative, to use the Conewago Township Elementary School playground, or the Head Start classroom in inclement weather every other month on dates approved by the athletic director, from 5:45 pm to 7:15 pm for the purpose of the Adams County Head Start Parent Committee Activity, 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.

6. *(Property & Supplies/ Use of Facilities)* Recommend authorizing STS Foundation, with Doris Wagner as representative, to use New Oxford Elementary School parking lot on Saturday, November 25, 2017 from 5:30 am to 11:30 pm for the purpose of the NYC Community Enrichment Bus Trip, 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; Mr. Flickinger-aye; Mr. Groft-aye; Mrs. Buffenmyer-aye; Mr. Buckley-aye; Mr. Crabill-aye; Mrs. Conrad-aye and Mr. Mummert-aye. Motion was carried.

By common consent and action, Mr. Mummert adjourned the meeting at 8:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori Duncan". The signature is fluid and cursive, with the first name "Lori" being more prominent than the last name "Duncan".

Lori Duncan
Board Secretary