

March 11, 2019
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. Eric Flickinger, Mr. Ed Groft, Mr. Luke Crabill, Mr. Jeff Kindschuh, Mr. William Huffman and Mrs. Jenene Conrad. Absent was: Mr. Michael Buckley. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Larry Sanders, Ms. Misti Wildasin, Mr. Matt Muller, Dr. Christopher Bowman, Dr. Ken Armacost and solicitor Ms. Maria Kennison and 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 February 4, 2019 Committee of the Whole meeting and the February 18, 2019 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.

1. The Treasurer's report showed:

PNC Checking Account

Previous Balance	\$395,451.29	
Deposits	292,692.63	
Withdrawals	<u>688,143.92</u>	
Balance 3/1/19		\$0.00

PA School District Liquid Asset Fund

Previous Balance	\$1,250,835.36	
Deposits	5,614,534.82	
Withdrawals	<u>4,871,381.65</u>	
Balance 3/1/19		\$1,993,988.53

PSDLAF Flex CD

Previous Balance	\$16,700,000.00	
Deposits	0.00	
Withdrawals	<u>2,000,000.00</u>	
Balance 3/1/19		\$14,700,000.00

Capital Projects PLGIT 66-18

Previous Balance	\$445.42	
Deposit	.80	
Withdrawals	<u>0.00</u>	
Balance 3/1/19		\$446.22

PSDLAF Bond 2017

Previous Balance	\$4,666.97	
Deposit	8.32	
Withdrawals	<u>0.00</u>	
Balance 3/1/19		\$4,675.29

PSDLAF Bond 2018

Previous Balance	\$5,635,219.75	
Deposit	10,160.32	
Withdrawals	<u>713,005.01</u>	
Balance 3/1/19		\$4,932,375.06

Capital Reserve Fund Section 1431

Previous Balance	\$287,453.58	
Deposit	157.12	
Withdrawals	<u>287,453.58</u>	
Balance 3/1/19		\$157.12

PSDLAF Capital Reserves

Previous Balance	\$428,846.68	
Deposits	288,245.79	
Withdrawals	<u>12,854.63</u>	
Balance 3/1/19		\$704,237.84

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

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

1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

Recommend paying the General Fund invoices as listed to include Checks #10001762 to #10001878. Void Check #10001735. Check #25450 to closeout PNC account. Pay Wires #92840 to #92851. Purchase Card transactions #22490cc to #22851cc. The total amount of General Fund items paid is \$4,331,678.89. Capital Reserve Fund invoices to include Checks #30000118 to #30000120 in the amount of \$12,854.63. Food Service invoices to include Checks #50000269 to #50000279. Check #2921 to close out PNC account. Total Food Service fund payments are in the amount of \$119,867.38. Construction Bond invoices for Bond 2018 to include Checks #41000137 to #41000142 in the amount of \$371,854.09 were paid.

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

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

1. **(Ways & Means/Curriculum)** Recommend authorizing Janet Trimmer to attend the Foundations of Reading: Advanced Phonemic Awareness - Beyond Blending and Segmenting, sponsored by PaTTAN, on April 30, 2019 from 9:00am to 3:00pm in Harrisburg, PA, with all necessary expenses to be paid or reimbursed by the District, not to exceed \$60.
2. **(Ways & Means/Curriculum)** Recommend authorizing Caitlin Frazier and Erin Lambert to attend the Foundations of Reading: Advanced Phonemic Awareness - Beyond Blending and Segmenting, sponsored by PaTTAN, on April 30, 2019 from 9:00am to 3:00pm in Harrisburg, PA, at no cost to the District.
3. **(Ways & Means/Curriculum)** Recommend authorizing Darcy Tyson to attend the Bridging the Gap Workshop, sponsored by The United Way of Adams County, on April 2, 2019 from 7:30 am to 4:00 pm at the Emergency Services Building in Gettysburg, PA, at no cost to the District, except a substitute for one (1) day.
4. **(Ways & Means/Curriculum)** Recommend authorizing Bryan Watkins to attend the Bridging the Gap Workshop, sponsored by The United Way of Adams County, on April 2, 2019 from 7:30 am to 3:30 pm at the Emergency Services Building in Gettysburg, PA, at no cost to the District.
5. **(Ways & Means/Curriculum)** Recommend authorizing Josh Lovejoy to attend the Annual Employment Law Update, sponsored by Stock and Leader, on March 14, 2019 from 11:30am to 2:00 pm at the Country Club of York in York, PA, with all necessary expenses to be paid or reimbursed by the District, not to exceed \$75.
6. **(Ways & Means/Curriculum)** Recommend authorizing Russell Greenholt to attend the PASA Leadership Forum, sponsored by PASA, on March 17-18, 2019 at the Hilton Hotel in Harrisburg, PA with all necessary expenses to be paid or reimbursed by the District, not to exceed \$300.
7. **(Ways & Means/Curriculum)** Recommend authorizing approximately thirty-two (32) high school students supervised by Jennifer Snyder and Joel Brosius, to travel to Washington, D.C. in April 2019 from approximately 8:00 am to 6:00 pm, to participate and view exhibits in science related fields at Smithsonian Museums, at no cost to the District.
8. **(Ways & Means/Curriculum)** Recommend adoption of the updated Board Policies (Section 600 - Finances) (#601 - #627).

9. **(Ways & Means/Curriculum)** Recommend adoption of Board Policy - #827 - Conflict of Interest.
10. **(Ways & Means/Curriculum)** Recommend authorizing Russell Greenholt to attend the Superintendent Symposium, sponsored by LIU #12, from April 3-5, 2019 in Annapolis, MD, at no cost to the District.
11. **(Ways & Means/Curriculum)** Recommend authorizing Marcy Whitcomb and Crystal Freed to attend the Bridging the Gap Workshop, sponsored by The United Way of Adams County, on April 2, 2019 from 7:30 am to 3:30 pm at the Emergency Services Building in Gettysburg, PA, at no cost to the District, except two (2) substitutes for one (1) day.
12. **(Ways & Means/Curriculum)** Recommend authorizing approximately twelve (12) high school students supervised by Autumn Zaminski, to travel to the LIU #12, on March 20, 2019 from approximately 9:00 am to 3:00 pm, to participate in a PA Media and Design Competition, at no cost to the District.

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

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

1. **(Personnel)** Recommend acceptance of the voluntary resignation of Christine Higgins, cafeteria worker at New Oxford High School, effective February 15, 2019.
2. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Brittany Lamke, such leave to begin approximately April 17, 2019 and extend through approximately August 5, 2019 providing the employee signs the specified agreement to meet the requirements stated in the "Uncompensated Leave Policy" adopted by the Board on August 13, 2018.
3. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2018-2019 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Samuel Miller

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

Travis E. Dill

Christopher L. Weaver

5. **(Personnel)** Recommend acceptance of the resignation of Mallory Grammer, teacher at Conewago Valley Intermediate School, effective the last day of the 2018-2019 school year.

6. **(Personnel)** Recommend acceptance of the resignation of Holly Bream, instructional aide at Conewago Valley Intermediate School, last day of employment March 20, 2019.
7. **(Personnel)** Recommend acceptance of the resignation for the purpose of retirement of Debra Schott, teacher at New Oxford High School, effective June 30, 2019.
8. **(Personnel)** Recommend employment of Martha Schriver as a PCA aide (Category 6A) at New Oxford Elementary School, at the wage established in Addendum A*(Range 3b), effective March 13, 2019, pending having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Jennifer Miller, teacher at New Oxford Elementary School, such leave to begin approximately March 6, 2019 and extend through approximately April 17, 2019 providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
10. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for David Tolar, teacher at New Oxford High School, such leave to begin approximately April 24, 2019 and extend through approximately May 19, 2019 providing the employee signs the specified agreement to meet the requirements stated in the “Uncompensated Leave Policy” adopted by the Board on August 13, 2018.
11. **(Personnel)** Recommend approval of the following volunteers to receive a stipend for their extracurricular assignments for the 2018-2019 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA trainings and certifications.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Jessica Day	Softball Asst. Coach	\$2,630.00

12. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2018-2019 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Jennifer Adams	Shannon Green	Julie Walton
----------------	---------------	--------------

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

Tyler A. McKim	Jamie L. Smith	Tess L. Smith
----------------	----------------	---------------

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

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

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Draperies, Plus, Inc.	00005	\$3, 556.61	COR#4 - Motorized Shades

2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Lobar, Inc.	00007	(\$1,070.60)	COR#6 - Hardware Credit

3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Ritner Steel, Inc.	00009	\$5,366.25	COR#2 - Steel Changes

4. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Tricon Ceiling Company	00015	\$2,445.92	COR#8 – Plywood behind Metal Panels

5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Ritner Steel, Inc	00016	\$2,151.22	COR#7 – Lintels at W5 Windows

6. ***(Property & Supplies/ Use of Facilities)*** Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:

<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Commercial Coating, Inc. & Tricon Ceiling Company	00017	\$3,255.05	COR#5 – Wall in Think Room

7. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Hanover Elite Cheer, with Chris Topper as representative, to use the Conewago Valley Intermediate School gymnasium on April 26, 2019, from 7:00 pm - 9:00 pm for cheerleading performance, with

charges as listed 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.

8. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Little Life Enrichment Center, with Clark Agapakis as representative, to use the Conewago Valley Intermediate School cafeteria on May 30, 2019, from 7:00 pm - 8:00 pm for preschool graduation ceremony, with charges as listed 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.

9. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing The School of Music and Dance, with Lauren Seigman as representative, to use the Conewago Valley School District Auditorium, high school classrooms and the high school and middle school parking lots on June 13-15, 2019, from 1:00 pm - 5:00 pm for GLEE Dance rehearsal and recital, with charges as listed 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.

10. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing BreadBox Media/Immaculate Conception Church, with Pete Socks as representative, to use the Conewago Valley School District Auditorium and the high school cafeteria and the high school and middle school parking lots on August 24, 2019, from 8:00 am - 4:00 pm for the Scott Hahn Retreat, with charges as listed 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.

11. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Lincoln Intermediate Unit #12, with Bruce Sensenig as representative, to use the Conewago Valley School District Auditorium on August 6, 2019 from 8:00 am to 3:00 pm for the purpose of the LIU #12 Opening In-Service General Session, 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.

12. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing 1985, with Tracey Warner as representative, to use Conewago Valley Intermediate School cafeteria on, September 7, 2019 from 12:00 pm to 4:00 pm for the purpose of DEM BOYZ Zumba 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.

13. *(Property & Supplies/ Use of Facilities)* Recommend approval of the following change order for the New Oxford High School building project from Lobar, Inc.:


<u>CONTRACTOR</u>	<u>CHANGE ORDER#</u>	<u>AMOUNT</u>	<u>CHANGE</u>
Lobar, Inc.	00001	(\$89,197.00)	COR#1 - Credit for roof sample area and overhead door heights

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

Ms. Elizabeth Farnham, resident, provided public comments on Tender Care and Sex Education in the District.

By common consent and action, Mr. Mummert adjourned the meeting at 8:20 p.m.

Respectfully submitted,


Lori Duncan
Secretary