

November 12, 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 7:30 p.m. Mr. Keith Mummert called the meeting to order. The following members were present: Mrs. Linda Buffenmyer, Mr. William Huffman, Mr. Ed Groft, Mr. Luke Crabill, Mr. Jeff Kindschuh and Mr. Michael Buckley. Absent was: Mr. Eric Flickinger and Mrs. Jenene Conrad. 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 and Dr. Ken Armacost 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 1, 2018 Committee of the Whole meeting and the October 8, 2018 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	\$394,826.49	
Deposits	1802.00	
Disbursements	<u>0.00</u>	
Balance 11/1/18		\$396,628.49

PA School District Liquid Asset Fund

Previous Balance	\$2,132,816.77	
Deposits	6,233,271.93	
Withdrawals	<u>5,568,905.59</u>	
Balance 11/1/18		\$2,797,183.11

PSDLAF Flex CD

Previous Balance	\$23,200,000.00	
Deposits	0.00	
Withdrawals	<u>2,500,000.00</u>	
Balance 11/1/18		\$20,700,000.00

Capital Projects PLGIT 66-18

Previous Balance	\$442.16	
Deposit	.77	
Disbursements	<u>0.00</u>	
Balance 11/1/18		\$442.93

PSDLAF Bond 2017

Previous Balance	\$3,944.93	
Deposit	697.55	
Disbursements	<u>0.00</u>	
Balance 11/1/18		\$4,642.48

PSDLAF Bond 2018

Previous Balance	\$7,442,707.87	
Deposit	9,108.35	
Disbursements	<u>72,457.32</u>	
Balance 11/1/18		\$7,379,358.90

Capital Reserve Fund Section 1431

Previous Balance	\$286,571.65	
Deposit	219.05	
Disbursements	<u>0.00</u>	
Balance 11/1/18		\$286,790.70

PSDLAF Capital Reserves

Previous Balance	\$887,246.37	
Deposits	1,433.05	
Withdrawals	<u>64,707.33</u>	
Balance 11/1/18		\$823,972.09

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

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

Recommended paying the General Fund invoices as listed to include Checks #10001043 to #10001291. Pay Wires #92770 to #92794. Void Checks #10001064, #10001205, #10001206 and #10001207. Purchase Card transactions #22142cc to #22326cc. The total amount of General Funds items paid is \$6,774,485.10. Capital Reserve Fund invoices to include Checks #30000108 to #30000109 in the amount of \$64,130.33. Food Services Fund invoices to include Checks #50000177 to #50000208. Total Food Services Fund payments are in the amount of \$93,264.77. Construction Bond invoices for Bond 2018 to include Checks #41000105 to #41000110 in the amount of \$686,471.62 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. Huffman-aye; Mrs. Buffenmyer-aye; Mr. Groft-aye; Mr. Buckley-aye; Mr. Kindschuh-aye; Mr. Crabill-aye and Mr. Mummert-aye. Motion was carried.

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

1. **(Ways & Means/Curriculum)** Recommend final approval of the District Comprehensive Plan which will be in effect from July 1, 2019 through June 30, 2022.
2. **(Ways & Means/Curriculum)** Recommend authorizing Dr. Chris Rudisill, Matt Muller, and Drew Little to attend the Future Ready PA: Transforming Student Pathways, sponsored by the SAS Institute, on December 10-11, 2018 from 8:00 am to 3:30 pm each day at the Hershey Lodge and Convention Center in Hershey PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$400.
3. **(Ways & Means/Curriculum)** Recommend authorizing Brandon Horick to attend the Driver Education Workshop, sponsored by State Farm Insurance, on February 21 or 28, 2019, from 7:30 am to 3:00 pm at the York County Government Building, York, PA at no cost to the District, except one (1) substitute for one (1) day.
4. **(Ways & Means/Curriculum)** Recommend rescinding the offer of approval of Hannah Schneider (Host parents: Tom and Bekki Dempsey) from Germany as a foreign exchange student for the 2nd semester of the 2018-2019 school year, the student is no longer coming.

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

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

1. **(Personnel)** Recommend acceptance of the resignation for the purpose of retirement of Kevin Thomas, Principal at New Oxford High School, effective January 18, 2019.
2. **(Personnel)** Recommend acceptance of the resignation for the purpose of retirement of Criselda Pfaff, District Office receptionist/transportation secretary, effective January 2, 2019.
3. **(Personnel)** Recommend acceptance of the resignation for the purpose of retirement of Lou Ann Hahn, asst. head cook at Conewago Township Elementary School, effective November 12, 2018.
4. **(Personnel)** Recommend acceptance of the resignation of Sharon Madrigal, ESL instructional aide at New Oxford High School, effective October 8, 2018.
5. **(Personnel)** Recommend acceptance of the resignation of Melissa Little, cafeteria worker at Conewago Valley Intermediate School, effective October 15, 2018.

6. **(Personnel)** Recommend acceptance of the resignation of Phyllis Duncan, cafeteria worker at New Oxford Middle School, effective October 31, 2018.
7. **(Personnel)** Recommend acceptance of the resignation of Zackary Martin, Wrestling Asst. Coach for 2018-2019 school year, effective October 22, 2018.
8. **(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.

Jana M Arentz
Emily C. Kress
David B. Tolar

Kimberly K Gray
Abigail O. Reichart
Julie A. Wilson

Jordan E. Hinkle
Courtney A. Sanders

9. **(Personnel)** Recommend approval of paid and unpaid leave of absence for Chelsey Banda, New Oxford Middle School Library and Media Specialist, such leave to begin on approximately January 21, 2019 and extend until approximately April 26, 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 paid and unpaid leave of absence for Jessica Nicholas, New Oxford High School Special Education Teacher, such leave to begin on approximately February 25, 2019 and extend until approximately April 8, 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 transfers:
 - TerriLynn Garver Light from part-time cafeteria worker (Category 6A) at the wage established in Addendum A*(Range 4f) at CVIS to cashier (Category 6A) at the wage established in Addendum A*(Range 4h) at CVIS.
 - Judy Alwine from head custodian (Category 1) at the wage established in Addendum A*(Range 2b) at NOE to 2nd shift custodian (Category 1) at the wage established in Addendum A*(Range 2d) at NOE retroactive to October 24, 2018.
 - Barry Unger from 2nd shift custodian (Category 1) at the wage established in Addendum A*(Range 2d) at NOE to interim head custodian (Category 1) at the wage established in Addendum A*(Range 2b) at NOE retroactive to October 24, 2018.
12. **(Personnel)** Recommend employment of Holly Bream as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in

Addendum A*(Range 3b), retroactive to October 29, 2018, pending having met all required Federal, State, and local hiring regulations.

13. **(Personnel)** Recommend employment of Lori Anne Topper as an ESL instructional aide at New Oxford Elementary School, (Category 3A) at the wage established in Addendum A*(Range 3b), retroactive to November 5, 2018, pending having met all required Federal, State, and local hiring regulations.
14. **(Personnel)** Recommend approval of the following 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>
Giuliano Graziosi	Wrestling Asst. Coach	\$3,261.00
AJ Warner	MS Musical Sound & Lighting Tech	\$ 400.00

15. **(Personnel)** Recommend approval of Kathleen Siegel to the position of Interim Curriculum Cabinet Chair for World Language grades 9-12 for the remainder of the 2018-2019 school year, replacing Alecia Kraus.
16. **(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.

Nancy Kraber (retro 10/29/18)

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

Arigo, Kayla L.	Brown, Matthew W.	Laughman, Lakelyn L
Leonard, JoAnn M.	Leonard, Tracy L.	Miller-Carbaugh, Carly S.
Millhimes, Laura E.	Redding, Deborah L.	Saltmarsh, Ashley R.
Shue, Jessica L.	Shue, Tracy M.	Swope, Joni K.
Wigfield, Trina L.		

18. **(Personnel)** Recommend acceptance of the resignation of Judy Alwine, 2nd shift custodian at New Oxford Elementary School, effective November 30, 2018.
19. **(Personnel)** Recommend employment of Rachelle Julius as an instructional aide at Conewago Township Elementary School, (Category 3A) at the wage established in Addendum A*(Range 3b), pending having met all required Federal, State, and local hiring regulations.

20. **(Personnel)** Recommend approval of the following day-to-day substitute teacher(s) 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.

Tammy O'Brien

21. **(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.

Chastity Forney

Christine Higgins (retro 11/9/18)

Kayla Stauffer

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

Brown, Samantha M.
James, Natalie M.

Christian, Nathan R.
Ross, Chelsea M.

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

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

1. **(Property & Supplies/ Use of Facilities)** Recommend authorizing Beginning Champions Wrestling with Bill Laughman as representative, to use the New Oxford High School gymnasium, wrestling room and cafeteria on Saturday, January 5, 2019 from 7:30 am to 2:30 pm, for the purpose of an Elementary Wrestling Tournament, 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.
2. **(Property & Supplies/ Use of Facilities)** Recommend authorizing American Cancer Society with Jenna Klunk as representative, to use the New Oxford High School cafeteria on 11/7/18, 12/11/18, 1/18/19, 2/5/19, 3/5/19, 4/2/19, 5/7/19 from 5:30 pm to 8:00 pm, for the purpose of Relay for Life of the Hanover Area 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.
3. **(Property & Supplies/ Use of Facilities)** Recommend authorizing American Cancer Society with Jenna Klunk as representative, to use the New Oxford High School stadium and parking lots on May 16 and May 17, 2019 from 4:30 pm to 9:00 pm, for the purpose of Relay for Life of the Hanover Area Relay setup, 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.

4. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing American Cancer Society with Jenna Klunk as representative, to use the New Oxford High School stadium and parking lots from 8:00 am on Saturday, May 18, 2019 to 2:00 pm on Sunday May 19, 2019, for the purpose of Relay for Life of the Hanover Area Relay Event, 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.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Center for Youth & Community Development with Samiah Slusser as representative, to use the New Oxford High School cafeteria and courtyard on Mondays thru Thursdays from 2:30 pm to 5:30 pm from November 27, 2018 thru May 24, 2019, for the purpose of CFYCD After School Program, 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.
6. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Center for Youth & Community Development with Samiah Slusser as representative, to use the Conewago Valley Intermediate School cafeteria and recess area on Mondays thru Thursdays from 3:30 pm to 6:30 pm from November 27, 2018 thru May 24, 2019, for the purpose of CFYCD After School Program, 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.
7. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing Lady Colonials AAU 2023 with Kenneth Adams as representative, to use the New Oxford High School gymnasium on Saturdays from 9:00 am to 11:00 am and on Sundays from 6:00 pm - 8:00 pm from March 2, 2019 thru June 29, 2019, for the purpose of AAU girls basketball practices, 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.
8. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use the New Oxford High School auxiliary gymnasium on Saturdays from 10:00 am to 12:00 pm from March 2, 2019 thru March 30, 2019, for the purpose of spring softball practices - all age groups, 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.
9. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use the New Oxford High School auxiliary gymnasium on Saturdays and Sundays from 4:00 pm to 6:00 pm from January 5, 2019 thru February 24, 2019, for the purpose of softball travel ball practices, with charges outlined in Board Policy #707, with the provision of proof of

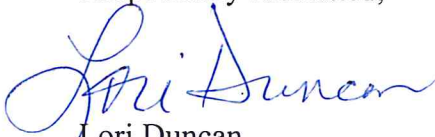
insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

10. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use the New Oxford High School softball field, New Oxford Middle School softball field and Conewago Township Elementary School softball field on Mondays thru Fridays from 6:00 pm to 8:00 pm, Saturdays from 8:00 am to 8:00 pm, and Sundays from 12:00 pm to 8:00 pm from April 1, 2019 thru November 3, 2019, for the purpose of NOGSA games and practices, 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.
11. ***(Property & Supplies/ Use of Facilities)*** Recommend authorizing New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use the New Oxford High School auxiliary gymnasium on Mondays thru Fridays from 7:00 pm to 9:00 pm from November 19, 2018 thru March 29, 2019, for the purpose of softball pitching, 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 New Oxford Girls Softball Association (NOGSA) with Kevin Dell as representative, to use the New Oxford High School auxiliary gymnasium on Saturdays from 8:00 am to 10:00 am from February 2, 2019 thru March 30, 2019, for the purpose of NOGSA pitching clinic, 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.

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

By common consent and action, Mr. Mummert adjourned the meeting at 8:22 p.m.

Respectfully submitted,



Lori Duncan
Secretary