

September 17, 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 7:32 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. Eric Flickinger, Mr. Jeff Kindschuh, Mrs. Jenene Conrad and Mr. Michael Buckley. Absent was: Mr. Luke Crabill. 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.

An Executive session was called to discuss personnel matters prior to the start of the meeting.

Mrs. Buffenmyer made a motion, seconded by Mrs. Conrad to accept the minutes of the August 6, 2018 Committee of the Whole meeting and the August 13, 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:

<u>PNC Checking Account</u>			
Previous Balance	\$395,036.36		
Deposits	0.00		
Disbursements	<u>209.87</u>		
Balance 9/1/18			\$394,826.49
<u>PA School District Liquid Asset Fund</u>			
Previous Balance	\$3,048,648.81		
Deposits	9,687,548.14		
Withdrawals	<u>7,721,821.99</u>		
Balance 9/1/18			\$5,014,374.96
<u>PSDLAF Flex CD</u>			
Previous Balance	\$5,200,000.00		
Deposits	0.00		
Withdrawals	<u>0.00</u>		
Balance 9/1/18			\$5,200,000.00

Capital Projects PLGIT 66-18

Previous Balance	\$440.74	
Deposit	.72	
Disbursements	<u>0.00</u>	
Balance 9/1/18		\$441.46

PSDLAF Bond 2017

Previous Balance	\$3,815,149.59	
Deposit	7,227.23	
Disbursements	<u>2,422,590.20</u>	
Balance 9/1/18		\$1,399,786.62

PSDLAF Bond 2018

Previous Balance	\$9,748,803.54	
Deposit	9,921.70	
Disbursements	<u>0.00</u>	
Balance 9/1/18		\$9,758,725.24

Capital Reserve Fund Section 1431

Previous Balance	\$286,236.70	
Deposit	170.17	
Disbursements	<u>0.00</u>	
Balance 9/1/18		\$286,406.87

PSDLAF Capital Reserves

Previous Balance	\$908,766.46	
Deposits	1,257.74	
Withdrawals	<u>0.00</u>	
Balance 9/1/18		\$910,024.20

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

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

Recommend paying the General Fund invoices as listed to include Checks #10000636 to #10000875. Pay Wires #92745 to #92756 and no Purchase Card transactions. The total amount of General Funds is \$4,081,579.38. Capital Reserve fund invoices to include Check #30000103 in the amount of \$6,107.92. Food Service invoices to include Checks #50000138 to #50000162. Total Food Service fund payments are in the amount of \$51,629.19. Construction Bond invoices for 2017 Bond to include Check #40000111 in the amount of \$1,399,786.62 and Construction Bond invoices for Bond 2018 to include Checks #41000100 to #41000101 in the amount of \$2,235,493.65 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.
3. **(Finance)** Recommend a motion to execute a Purchase Agreement for the rear property of 165 700 Road, New Oxford in the amount of \$60,000.00 and to authorize the Superintendent and Board Secretary to sign any and all other documents to complete the purchase.
4. **(Finance)** Recommend a motion to execute a Purchase Agreement for the property at 364 Berlin Road, New Oxford, PA in the amount of \$295,900 and to authorize the Superintendent and Board Secretary to sign any and all other documents to complete the purchase.

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

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

1. **(Ways & Means/Curriculum)** Recommend approval of an early dismissal before student lunches on the Act 80 Day on May 31, 2019.
2. **(Ways & Means/Curriculum)** Recommend accepting the donation of engraving services valued at approximately \$90 from Scott Coyle of Scott & Company Fine Jewelers.
3. **(Ways & Means/Curriculum)** Recommend authorizing Karen Sipe to attend the 2018 ELD Administrators Leadership Academy, sponsored by Center for Safe Schools, CSIU, on September 18 (Webinar), September 25, 26, and October 23, 2018 at PaTTAN in Harrisburg, at no cost to the District.
4. **(Ways & Means/Curriculum)** Recommend authorizing Janice Neely, Amy Beckman, and Kathleen Fluman to attend the WIDA Formative Language Assessment, sponsored by WIDA, Center for Safe Schools, and CSIU, on October 3rd, and 4th, 2018 at PaTTAN in Harrisburg, at no cost to the District. Paid for with Title III money.
5. **(Ways & Means/Curriculum)** Recommend authorizing Chris Rudisill, Karen Sipe, Chris Bowman, Matt Muller, Emily Kress, and Autumn Zaminski to attend the LIU #12 Learning Transformed with Eric Sheninger, sponsored by LIU#12, on October 9, 2018 from 8:30 am to 3:30 pm at LIU#12 in New Oxford, at no cost to the District. Paid for with Title IV money.
6. **(Ways & Means/Curriculum)** Recommend authorizing Karen Sipe to attend the Regional Foster Care Meeting, sponsored by PSBA, on October 18, 2018 from 8:30 am to 12:30 pm at PSBA in Mechanicsburg, at no cost to the District, except travel.

7. ***(Ways & Means/Curriculum)*** Recommend authorizing Karen Sipe, Emily Kress, Autumn Zaminski, and Melissa Gantz to attend Apple Training, sponsored by LIU#12, on October 29th, and 30th, 2018 at LIU#12 in New Oxford, at no cost to the District. Paid for with Title IV money.
8. ***(Ways & Means/Curriculum)*** Recommend authorizing Karen Sipe, Emily Kress, Autumn Zaminski, Melissa Gantz, and Joanna Knott to attend AJ Juliani Intentional Innovation, sponsored by Leaning Forward PA, on November 1, 2018 at Spooky Nook in Manheim, PA, at no cost to the District. Paid for with Title IV money.
9. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately eight to ten (8-10) middle school student council members, accompanied by Eric Warner to travel to Cedar Crest, PA on November 8, 9, and 10, 2018 to attend the 2018 PASC State Conference, at no cost to the District.
10. ***(Ways & Means/Curriculum)*** Recommend approval of the Tech Ed courses presented for the 2019-2020 school year. See attached listing.
11. ***(Ways & Means/Curriculum)*** Recommend authorizing approximately four (4) high school FFA members, accompanied by Rick Jones to travel to Harrisburg, PA on September 18, 2018 to attend the All American Dairy Judging Contest, at no cost to the District, except for a substitute for one (1) day.
12. ***(Ways & Means/Curriculum)*** Recommend tentative approval of the District Comprehensive Plan which will be in effect from July 1, 2019 through June 30, 2022.
13. ***(Ways & Means/Curriculum)*** Recommend approval for Duttera Sound to upgrade the auditorium sound system.
14. ***(Ways & Means/Curriculum)*** Recommend approval of Resolution #103 - Support of Senate Bill No. 1098. (available at meeting)
15. ***(Ways & Means/Curriculum)*** Recommend authorizing Chris Bowman, Joe Connolly, Rick Jones, and Shawn Myers to visit North High School Red Raider Manufacturing at Sheboygan Area School District, on September 25-27, 2018 in Sheboygan WI, with all necessary expenses to be paid or reimbursed by the District not to exceed \$3,000.00.

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

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

1. ***(Personnel)*** Recommend acceptance of the resignation of Emily Dickinson, 2nd shift custodian at Conewago Valley Intermediate School, effective August 15, 2018.

2. **(Personnel)** Recommend acceptance of the resignation of Lisa Dubs, LSS aide at Conewago Township Elementary, effective August 30, 2018.
3. **(Personnel)** Recommend acceptance of the resignation of Dalton Lambert, 2nd shift custodian at New Oxford Middle School, effective August 30, 2018.
4. **(Personnel)** Recommend approval of unpaid leave of absence to Cynthia Brillhart, such leave to begin on August 22, 2018 and extend until October 12, 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.
5. **(Personnel)** Recommend approval of the Dylan Sanders as a student custodian at New Oxford High School, retroactive to September 4, 2018.
6. **(Personnel)** Recommend approval of the following staff transfers:
 - Christian DeSombre from substitute cafeteria worker to cashier at CVIS, (Category 3A) at the wage established in Addendum A* (Range 4h) (retro to 8/27/18)
 - Madison Halpenny from instructional aide at NOMS to LSS aide at CTE
 - Barbara Burgess from library aide at CTE to instructional aide at CTE (retro to 8/21/18)
 - Jennifer Brinkley from LSS aide at NOMS to LSS aide and PCA at NOMS (retro to 8/21/18)
 - Kenneth Wynne from 1st shift custodian at NOHS to head custodian at NOMS, Category (1) at the wage established in Addendum A* (Range 2b) (9/26/18)
 - Billy Funk from 2nd shift custodian at NOHS to 1st shift custodian at NOHS (9/26/18)
 - Julie Huestis from substitute aide to library aide at CTE, (Category 3A) at the wage established in Addendum A* (Range 3b) (retro to 9/5/18)
7. **(Personnel)** Recommend employment of Crystal Shaffer-Tomecek as an instructional aide at New Oxford Middle School, (Category 3A) at the wage established in Addendum A*(Range 3b), retroactive to September 4 , 2018, pending having met all required Federal, State, and local hiring regulations.
8. **(Personnel)** Recommend employment of Lily Wampler as a 2nd shift custodian at Conewago Valley Intermediate School, (Category 1) at the wage established in Addendum A*(Range 2d), retroactive to September 10 , 2018, pending having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend employment of Stephanie Stiffler as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in Addendum A*(Range 3b), effective September 17, 2018, pending having met all required Federal, State, and local hiring regulations.

10. **(Personnel)** Recommend employment of Timothy Smith as a 2nd shift custodian at New Oxford Middle School, (Category 1) at the wage established in Addendum A*(Range 2d), pending having met all required Federal, State, and local hiring regulations.
11. **(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>
Alexandra Heller	Cross Country Head Coach	\$2,760.00 (retro 8/13/18)
Darren Groft	Cross Country Asst. Coach (Jr. Hi)	\$1,157.00 (retro 8/22/18)
Amanda Wagner	Cheerleading Asst. Coach	\$ 987.75 (retro 8/20/18)

12. **(Personnel)** Recommend approval of the following day-to-day substitute teachers and nurses 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.

Brady, Kelly	Martin, Jennifer
Deak, Christine (school nurse)	Lipsett, Jessica (school nurse)
Vecera, Briana (school nurse)	

13. **(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.

Dubs, Lisa	Schraver, Martha	Sager, Monica (retro 8/27/18)
Sigouin, Beverly (retro to 9/5/18)		

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

Ahmad, Chinar A.	Bivens, Michael (retro 8/20/18)	Covington, Shonda W.
Dutterer, Denise B.	French, Adrienne M.	Gebhart, Ashley R.
Groft, Hunter J.	Harvey, Sarah E.	Hagerman, Alicia R.
Hagerman, Thomas A.	Lavallee, Laurent E.	Matthews, Jessica M.
Millender, Brittany N.	Pritchett, LaTonya	Shaffer, Deborah G.
Smith, Amy M.	Tillmann, Jennifer L.	Trivitt, Nichole M.
Weaver, Sarah C.	Willet, Lisa L.	Wilson, Deborah A.
Winand, Kathleen E.	Yealy, Christi	

15. **(Personnel)** Recommend acceptance of the resignation of Katrina Roscoe, instructional aide at Conewago Valley Intermediate School, effective September 21, 2018.

16. **(Personnel)** Recommend employment of Luke Stoltzfoos as a Long-Term Substitute Employee (vice Alecia Kraus) at New Oxford High School, at a per diem rate, retroactive to August 20, 2018 and ending the last day of the first semester of the 2018-2019 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
17. **(Personnel)** Recommend approval of a paid externship for Andrew O'Brien from YTI Career Institute as a technology specialist beginning October 22, 2018, pending having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend approval of the following faculty and staff transfers:

Monica Sager from substitute cafeteria worker to cafe worker at NOMS, (Category 3A) at the wage established in Addendum A* (Range 4e)
19. **(Personnel)** Recommend approval of the following extracurricular assignments for returning coaches for the winter season of 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>
Sean Bair	Boys Basketball Head Coach	\$5,743.01
Nathan Edwards	Boys Basketball Asst. Coach (JV)	\$3,392.74
Brandon Horick	Boys Basketball Asst. Coach (JH)	\$4,371.76
Derek Starnier	Boys Basketball Asst. Coach (JH)	\$3,326.22
Mike Englar	Girls Basketball Head Coach	\$5,096.94
Tiffany Jantzen	Girls Basketball Asst. Coach (JV)(50%)	\$1,663.11
Cathleen Baulerline	Girls Basketball Asst. Coach (JH)	\$4,055.48
Wayne McIntyre	Girls Basketball Asst. Coach (JH)	\$3,326.22
Brian Martin	Wrestling Head Coach	\$5,743.01
Zackary Martin	Wrestling Asst. Coach (V)	\$3,326.22
Shaun Wagner	Wrestling Asst. Coach (JH)	\$3,747.52
Ronald Floess	Wrestling Asst. Coach (JH)	\$3,569.59
Tasha Christie	Swimming Head Coach	\$4,104.38
Zachary Miller	Swimming Asst. Coach	\$2,682.60
Ryan Sipe	Girls Soccer Asst. Coach	\$ 657.50
Eric Warner	Football Asst. Coach (Jr. Hi) (50%)	\$1,703.00 **

** amend stipend for approved coach

20. **(Personnel)** Recommend employment of Donovan DuBois as a 2nd shift custodian at New Oxford High School, (Category 1) at the wage established in Addendum A*(Range 2d), pending having met all required Federal, State, and local hiring regulations.
21. **(Personnel)** Recommend approval of the following day-to-day substitute teachers and aides 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.

Long, Linda

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

Ballesteros, Elizabeth A.	Bolden, Cathy A.	Bolden, Jobie D.
Brown, Kathleen L.	Brown, Travus J.	Covington, Beth A.
Grimes, Sandra D.	Henry, Stephanie L.	Hucks, Andrea R.
Hummer, Elveita I.	Jones, Christine M.	Kress, Sarah E.
Lentz, Ashley M.	Martin, Donna M.	Martin, Travis D.
Midwig, Kimberly R.	Paul, Jennifer E.	Sirk, Tiffany L.
Steiner, Laura J.	Strayer, Chad E.	Wilkes, Abbigail E.

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

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

1. **(Property & Supplies/ Use of Facilities)** Recommend authorizing Mason Dixon YFC/Campus Life with Perry Motter as representative, to use a New Oxford Middle School classroom on Thursdays from September 20, 2018 through May 23, 2019, from 2:30 pm to 4:15 pm, for the purpose of club 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.
2. **(Property & Supplies/ Use of Facilities)** Recommend authorizing Child Evangelism Fellowship of Adams County with Bruce Hoover as representative, to use a Conewago Valley Intermediate School classroom on Thursdays from October 18, 2018 through April 25, 2019, from 3:25 pm to 4:40 pm, for the purpose of After School/In School Good New Club, 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 Child Evangelism Fellowship of Adams County with Bruce Hoover as representative, to use a Conewago Township Elementary School classroom on Wednesdays from October 10, 2018 through April 24, 2019, from 3:25 pm to 4:35 pm, for the purpose of After School/In School Good New Club, 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 Child Evangelism Fellowship of Adams County with Bruce Hoover as representative, to use a New Oxford Elementary School classroom on Tuesdays from October 16, 2018 through April 23, 2019, from 3:15 pm to 4:20 pm, for the purpose of After School/In School Good New Club, 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 VIBE Performing Arts with Jeffrey Erdman as representative, to use 3 classrooms and the auditorium at New Oxford High School for their annual VIBE Studio Showcase, from approximately 10:00 am to 10:00 pm, on June 7, 8, and 9, 2019, with charges outlined in Board Policy #707, and 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 New Oxford Scramblers, with Erika Kuhn as representative, to use the New Oxford High School stadium on September 8, September 22, and October 6, 2018 from 2:30 pm to 9:30, for the purpose of Home Youth Football games, with charges as 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 Hurricanes Lacrosse Club with Eric Needle as representative, to use MS Field Hockey and Lacrosse Field on Saturday's starting September 8, 2018 and ending October 21, 2018 from 9:00 am to 11:00 am, for the purpose of team practices and tryouts, 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 Youth Lacrosse with Erica Winpigler as representative, to use MS Field Hockey and Lacrosse Field on October 6 and 14, 2018 from 12:00 pm to 2:00 pm, for the purpose of fall clinics, 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. Removed from the agenda, as usage was previously approved at the June 2018 Board Meeting.

Mason Dixon YFC/Campus Life - approximate charges - \$100 utility fee; custodial charge @ \$35/hour as needed.

Good News Club - CVIS - approximate charges - \$100 utility fee; custodial charge @ \$35/hour as needed.

Good News Club - CTE - approximate charges - \$100 utility fee; custodial charge @ \$35/hour as needed.

Good News Club - NOE - approximate charges - \$100 utility fee; custodial charge @ \$35/hour as needed.

**VIBE PERFORMING ARTS - approximate charges - 3 classrooms @ \$40/hour each = \$1560, custodial charges @ \$35/hour as needed; sound, lighting, and tech charges @ \$35/hour = \$665, District Auditorium rental charge @ \$105/hour = \$2415.
Total approximate charges = \$4,640.00**

Scramblers - approximate charges - stadium rental charge @ \$45/per hour; utility charge @ \$25/per hour; event manager charge @ \$40/per hour. Total approximate charges \$1860.00

Hurricanes Lacrosse Club - \$50 utility fee.

New Oxford Girls Youth Lacrosse - \$25 utility fee.

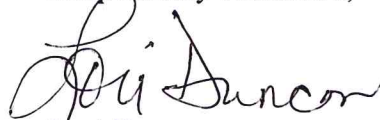
10. *(Property & Supplies/ Use of Facilities)* Recommend authorizing Conewago Valley Youth Basketball with Melissa Crabbs as representative, to use Conewago Valley Intermediate School gymnasium on dates and times approved by the Athletic Director starting September 23, 2018 and ending March 8, 2019, for the purpose of team practices and games, 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.

CVYBB - \$150 utility fee; custodial charge @ \$35/hour as needed.

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

By common consent and action, Mr. Mummert adjourned the meeting at 8:08 p.m.

Respectfully submitted,



Lori Duncan
Secretary

Technology Courses for the 2019-2020 School Year

Changes for the 2019-2020 School Year

Woodshop - Changing to two levels with a focus on transferable manufacturing skills

Electronics - Aligning to Electronics Technicians Association Standards

Ag Construction - Changing to Construction Technology I and II, aligned to the Associated Builders and Contractors apprenticeship program

Welding - will become a state-approved program, Intro to Mechanics becomes Metal Technology, Ag Mechanics I becomes WELD 103 for HACC credit, Ag Mechanics II becomes Gas Metal Arc Welding, and Ag Mechanics III becomes Gas Tungsten Arc Welding

New Courses for 2019-2020

OSHA 10 - 10-hour certification course to earn OSHA certificate in general industries or Construction

Machining I

Machining II

Web Design and Development

Pre Apprenticeship

Engineering and Design