

June 14, 2021  
Conewago Valley Board Meeting

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order at 7:32 p.m. Mr. Edward Groft called the meeting to order. The following members were present: Mr. Michael Buckley, Mr. Luke Crabill, Ms. Patricia Gouker, Mr. William Huffman, Mr. Jeff Kindschuh, Mrs. Melanie Sauter and Mrs. Tara Bolton. Absent was Mr. Eric Flickinger. Also present were Superintendent Dr. Christopher Rudisill, Asst. Superintendent Dr. Sharon Perry, Principals Dr. Ken Armacost, Dr. Larry Sanders, Dr. Christopher Bowman, Mr. Matt Muller, Mr. Christopher Cobb, Dr. Stephanie Corbin and solicitor Ms. Taylor Baublitz.

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

Mr. Crabill made a motion, seconded by Mr. Hoffman to accept the minutes of the May 3, 2021 Committee of the whole meeting and the May 10, 2021 Regular meeting of the Board of Directors. By voice vote, the motion was carried.

Mr. Kindschuh made a motion, seconded by Ms. Gouker to add Personnel items #40, the transfer of Mrs. Autumn Zaminski from Assistant Principal at Conewago Valley Intermediate School to Principal at Conewago Township Elementary. By voice vote, the motion was carried.

Mr. Kindschuh congratulated the students and other District personnel whose name appear on the monthly congratulations list.

Mr. Crabill made a motion, seconded by Mrs. Bolton to file the Treasurer's report for audit.

The Treasurer's report showed:

PA School District Liquid Asset Fund

Previous Balance	\$2,795,520.69	
Deposits	3,526,409.41	
Withdrawals	<u>3,989,815.95</u>	
Balance 6/1/21		\$2,332,114.15

PSDLAF Flex CD

Previous Balance	\$9,195,568.26	
Deposits	0.00	
Withdrawals	<u>1,500,222.59</u>	
Balance 6/1/21		\$7,695,345.67

PSDLAF Bond 2019

Previous Balance	\$2,310,290.46	
Deposit	21.39	
Withdrawals	<u>587.18</u>	
Balance 6/1/21		\$2,309,724.67

PSDLAF Capital Reserves

Previous Balance	\$948,441.26	
Deposits	8.06	
Withdrawals	<u>0.00</u>	
Balance 6/1/21		\$948,449.32

Roll call vote: Mr. Huffman-aye; Mr. Crabill-aye; Ms. Gouker-aye; Mr. Kindschuh-aye; Mrs. Sauter-aye; Mrs. Bolton-aye; Mr. Buckley-aye and Mr. Groft-aye. Motion was carried.

Mr. Crabill made a motion, seconded by Mr. Kindschuh 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 #10005770 to #10005886. Pay Wires #8000000085 to #80000000094. ACH debits #9000007220 to #9000008182. The total amount of General Funds items paid is \$3,793,946.92. No Capital Reserve invoices were paid. Food Service invoices to include Checks #50000712 to #50000734. Total Food services fund payments in the amount of \$45,071.01. Construction Bond invoices as listed to include Check #45000481 in the amount of \$587.18 for Bond 2019 was 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 approval of Resolution #118 - providing for an agreement between Adams County and the Conewago Valley School District for the collection of real estate and per capita taxes for Abbottstown Borough for the 2021-2022 tax year.

Roll call vote: Mr. Huffman-aye; Mr. Crabill-aye; Ms. Gouker-aye; Mr. Kindschuh-aye; Mrs. Sauter-aye; Mrs. Bolton-aye; Mr. Buckley-aye and Mr. Groft-aye. Motion was carried.

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

1. **(Ways & Means/Curriculum)** Recommend acceptance with appreciation of the donation for engraving our retirement plates from Scott Coyle of Scott & Company Fine Jewelers, valued at \$375.00.
2. **(Ways & Means/Curriculum)** Recommend acceptance of the 2020-2021 Annual Safety Report that was presented and reviewed during the Board Study Session on June 7, 2021.

To the 2020-2021 Annual Safety Report

3. **(Ways & Means/Curriculum)** Recommend approval of the Final School Calendar for the 2020-21 school year. (Available at meeting)

4. **(Ways & Means/Curriculum)** Recommend approval of the contract with Perry Smith Driving School to provide behind the wheel drivers training for the 2021-2022 school year.
5. **(Ways & Means/Curriculum)** Recommend approval of the Letter of Agreement between True North Wellness Services and Conewago Valley School District regarding SAP - School Based Clinical Services for the 2021-2022 school year at a cost of \$15,738.40.
6. **(Ways & Means/Curriculum)** Recommend adopting the annual update of Board Policy #249 (Bullying/Cyberbullying).
7. **(Ways & Means/Curriculum)** Recommend approval for the following change on the 2021-2022 Academic Calendar. Trimester Dates from grades K-8 to grades K-3, and Marking Period Dates from grades 9-12 to grades 4-12. (Available at Meeting)
8. **(Ways & Means/Curriculum)** Recommend authorizing the following CVOA courses for the 2021-2022 school year:
  - a. CVOA Environmental Science L2 (1 credit)
  - b. CVOA Personal & Family Development (1 credit)
  - c. CVOA Economics (1 credit)
  - d. CVOA Foundational Math 1 (1 credit)

Roll call vote: Mr. Huffman-aye; Mr. Crabill-aye; Ms. Gouker-aye; Mr. Kindschuh-aye; Mrs. Sauter-aye; Mrs. Bolton-aye; Mr. Buckley-aye and Mr. Groft-aye. Motion was carried.

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

1. **(Personnel)** Recommend approval of the Administrative Compensation Plan for the period July 1, 2021 through June 30, 2022.
2. **(Personnel)** Recommend approval of the Non-Bargaining Unit Personnel Salary and Wage Statement for 2021-2022.

To the Wage Range Statement for 2021-2022

3. **(Personnel)** Recommend approval of the 2021-2022 Curriculum Leader Compensation Proposal.

To 2021-2022 Curriculum Leader Compensation Proposal

4. **(Personnel)** Recommend that Dr. Raymond Ruberg be appointed as the primary school physician for the 2021-2022 school term with duties according to the usual and customary fee.
5. **(Personnel)** Recommend that Dr. Kari Stuntz be appointed as the school dentist for the 2021-2022 school term with duties according to the usual and customary fee.

6. **(Personnel)** Recommend approval of Andrew Miller as a 2021 summer computer technician retroactive to June 1, 2021, at the established rate, pending appropriate approvals as needed.
7. **(Personnel)** Recommend employment of Tom Flaherty as a summer painter, retroactive to June 7, 2021, pending appropriate approvals as needed.
8. **(Personnel)** Recommend employment of Andy Musselman as a summer painter, retroactive to June 7, 2021, pending appropriate approvals as needed.
9. **(Personnel)** Recommend acceptance of the resignation of Monica Sager, food services worker at New Oxford Middle School, effective the end of the day on May 28, 2021.
10. **(Personnel)** Recommend acceptance of the resignation of Vince Hall, girls head softball coach, effective May 28, 2021.
11. **(Personnel)** Recommend acceptance of the resignation of Kimberly Wildasin as the Middle School Special Education Curriculum Leader, effective at the end of the 2020-2021 school year.
12. **(Personnel)** Recommend approval of the following professional position transfers effective August 17, 2021:
  - Jennifer Staley from gifted/inquiry teacher at Conewago Valley Intermediate School to ELA teacher at New Oxford Middle School.
  - Jennifer Shearer from grade 1 teacher at New Oxford Elementary to media specialist at New Oxford Elementary.
13. **(Personnel)** Recommend approval of the following food service position transfers effective the first day of the 2021-2022 school year:
  - Angela Simpson from part time school term food services at New Oxford Middle School to full time school term food services at New Oxford Middle School, at the wage established in Addendum A\*(Range 4d).
  - Linda Masenheimer from part time school term food services at Conewago Township Elementary School to Assistant Head Cook at Conewago Township Elementary School, at the wage established in Addendum A\*(Range 4c).
  - Kathleen Warner from part time school term food services at New Oxford High School to full time school term food services at New Oxford High School, at the wage established in Addendum A\*(Range 4e).
  - Sandra Forney from substitute food services worker to part time food services worker at New Oxford High School, at the wage established in Addendum A\*(Range 4e).
  - Kathy Boldosser from substitute food services worker to part time food services cashier at New Oxford High School, at the wage established in Addendum A\*(Range 4d).

- Katie Brady from substitute food services worker to part time food services worker at Conewago Township Elementary School, at the wage established in Addendum A\*(Range 4e).
14. **(Personnel)** Recommend employment of Emma Britton as a Temporary Professional Employee - Grade 2 Teacher at Conewago Township Elementary School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  15. **(Personnel)** Recommend employment of Brittany Parrill as a Temporary Professional Employee - Learning Support Teacher at Conewago Valley Intermediate School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  16. **(Personnel)** Recommend employment of Lisa Rufalo as a Temporary Professional Employee - Grade 4 Teacher at Conewago Valley Intermediate School, at a salary equal to Instructional 1, Step 3 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  17. **(Personnel)** Recommend employment of Joseph Stiles as a Temporary Professional Employee - Science Teacher at New Oxford Middle School, at a salary equal to Instructional 1, Step 2 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  18. **(Personnel)** Recommend employment of Luke Stoltzfoos as a Temporary Professional Employee - ELA Teacher at New Oxford Middle School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  19. **(Personnel)** Recommend employment of Chiara Tornabene as a Temporary Professional Employee - Science Teacher at New Oxford High School, at a salary equal to Masters, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
  20. **(Personnel)** Recommend employment of Taylor Wildasin as a Temporary Professional Employee - Learning Support Teacher at New Oxford Middle School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.

21. **(Personnel)** Recommend employment of Caitlin Danner as a Temporary Professional Employee - Grade 1 Teacher at Conewago Township Elementary School, at a salary equal to Instructional 1, Step 2 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
22. **(Personnel)** Recommend approval of the attached list of extracurricular activity advisor assignments for the 2021-2022 school year only, pending having met all Federal, State, and local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

To 2021-2022 Activity Advisor Assignment List

23. **(Personnel)** Recommend approval of the attached list of extracurricular coaching assignments for the 2021-2022 school year only, pending completion of any required PIAA training and certifications, having met all Federal, State, and local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

To the 2021-2022 Fall Extra Curricular Coaching Positions

24. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Ken Armacost	Girls Volleyball Head Coach	\$4,695.00
Joseph Stiles	Tennis Assistant Coach	\$ 772.14

25. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2020-2021 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Megan Waltersdorf (retro to 5/18/21)

26. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Lisa Dubs	Sean Kennedy	Richard Kuhns
Cindy Layendecker	Justin Lessel	Shanon Mummert
Lureen Nelson	Lurene Reier	Grant Vassallo
Megan Waltersdorff	Tracy Warner	Jody Zwack

27. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Lisa Dubs                      Debra Griffis                      Beth Lacey  
Lurene Reier                      Denise Sponseller

28. **(Personnel)** Recommend approval of the following day-to-day substitute support staff - food service workers for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Valerie Scott

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

Matthew Loban                      Amanda D. Myers

30. **(Personnel)** Recommend acceptance of the resignation of Rachel Costello, instructional aide at New Oxford Elementary School, effective June 18, 2021.

31. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA trainings and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STIPEND</u></b>
Chris Arnold	Head Percussion Instructor (Fall)	\$2,706.08
Chris Arnold	Percussion Arranger (Fall)	\$1,298.92
Tom Meyer	Front Ensemble Instructor (Fall)	\$1,591.81
Brianna Worley	Head Colorgaurd Instructor (Fall)	\$1,530.00
Susan Travis	Asst. Colorguard Instructor (Fall)	\$1,020.00
Amanda Wood	Asst. Colorguard Instructor (Fall)	\$1,020.00

32. **(Personnel)** Recommend approval of a Professional Development Leave for Eileen Felix during the 2nd semester of the 2021-22 school term according to the conditions set forth in Board Policy #333.

33. **(Personnel)** Recommend approval of the transfer of Dr. Larry Sanders from Principal at Conewago Township Elementary to Principal at Conewago Valley Intermediate School effective July 1, 2021.

34. **(Personnel)** Recommend employment of Emily Foster as a Temporary Professional Employee - Grade 3 Teacher at New Oxford Elementary School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
35. **(Personnel)** Recommend employment of Amber Chenoweth as a Temporary Professional Employee - Grade 1 Teacher at New Oxford Elementary School, at a salary equal to Masters +24, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
36. **(Personnel)** Recommend employment of Erica Lohr-Totis as an ESL instructional aide at New Oxford Elementary School, (Category 3A) at the wage established in Addendum A\*(Range 3b), effective the first student day of the 2021-2022 school year, pending having met all required Federal, State, and local hiring regulations.
37. **(Personnel)** Recommend employment of Lynne Miller, Supervisor of Student Services, effective July 1, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
38. **(Personnel)** Recommend employment of Kristyn Cales as a Temporary Professional Employee - Agriculture Science Teacher at New Oxford High School, at a salary equal to Masters, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
39. **(Personnel)** Recommend employment of Cole Walker as a Temporary Professional Employee - Technology Education Teacher at New Oxford High School, at a salary equal to Masters, Step 1 of the applicable negotiated agreement, effective August 17, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
40. **(Personnel)** Recommend approval of the transfer of Autumn Zaminski from Assistant Principal at Conewago Valley Intermediate School to Principal at Conewago Township Elementary School effective July 1, 2021.

Roll call vote: Mr. Huffman-aye; Mr. Crabill-aye; Ms. Gouker-aye; Mr. Kindschuh-aye; Mrs. Sauter-aye; Mrs. Bolton-aye; Mr. Buckley-aye and Mr. Groft-aye. Motion was carried.

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

1. **(Property & Supplies/ Use of Facilities)** Recommend approval for the New Oxford Chamber of Commerce, with Michaela Shaffer as representative, to use the New Oxford High School front and west parking lots and the New Oxford Elementary School parking lot, on August 14, 2021, from 8:00 am to 5:00 pm, for Market on the Square -



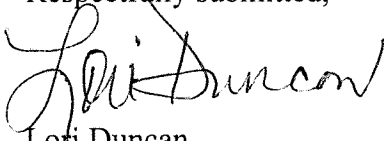
Vendor/Attendee parking, at no charge, and with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the New Oxford Chamber of Commerce, with Michaela Shaffer as representative, to use the New Oxford High School and front parking lots, on October 23, 2021, from 8:00 am to 4:00 pm, for the Harvest Day Festival & Parade, at no charge, and 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.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Child Evangelism Fellowship of Adams County with Pamela Blankenship as representative, to use a New Oxford Elementary, Conewago Township Elementary, and Conewago Valley Intermediate School Classroom on a Tuesday, Wednesday, or Thursday from 3:15 pm - 4:45 pm, from September 14, 2021 thru May 26, 2022, for the Good News Club afterschool program, with charges as listed in Board Policy #707, and 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.
4. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the Turkey Trot, with Angelina Piraino as representative, to use the New Oxford Elementary School parking lot, on November 25, 2021, from 6:45 am to 11:00 am, for the Turkey Trot 5k, at no charge, and 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.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the New Oxford Colonials Youth Football, with Randy Houck as representative, to use the New Oxford Elementary School practice field, on Mondays through Thursdays from August 2 through November 14, 2021, from 5:45 pm to 8:00 pm, for youth football and cheer practice, with charges as listed in Board Policy #707, and 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.

Roll call vote: Mr. Huffman-aye; Mr. Crabill-aye; Ms. Gouker-aye; Mr. Kindschuh-aye; Mrs. Sauter-aye; Mrs. Bolton-aye; Mr. Buckley-aye and Mr. Groft-aye. Motion was carried.

By common consent and action, Mr. Groft adjourned the meeting at 8:06 p.m.

Respectfully submitted,

  
Lori Duncan  
Secretary

**A RESOLUTION OF CONEWAGO VALLEY SCHOOL DISTRICT PROVIDING FOR  
AN AGREEMENT BETWEEN ADAMS COUNTY AND CONEWAGO VALLEY  
SCHOOL DISTRICT FOR THE COLLECTION OF TAXES PURSUANT TO THE  
LOCAL TAX COLLECTION LAW, 72 P.S. SECTION 5511.4d**

**RESOLUTION #118**

**WHEREAS, Conewago Valley School District ("School District") is a school district organized and existing pursuant to the laws of the Commonwealth of Pennsylvania and is a taxing district as defined in the Local Tax Collection Law; and**

**WHEREAS, Adams County ("County") is a Fifth Class County organized and existing pursuant to the laws of the Commonwealth of Pennsylvania; and**

**WHEREAS, the School District has determined it to be in the best interest of the school district to enter into an Agreement for the collection of taxes levied by the School District by the County Treasurer to fill a vacancy in the office of the Abbottstown Borough Tax Collector position which collects the real estate and per capita taxes for the School District and**

**WHEREAS, as authorized by Section 4d of the Local Tax Collection Law, 72 P.S. 5511.4d, the County and School District may enter into an Agreement for the collection of the Abbottstown Borough area taxes levied by School District by the County Treasurer under certain circumstances.**

**NOW THEREFORE, BE IT RESOLVED, by the Conewago Valley School District Board, Adams County, Pennsylvania, as follows:**

**SECTION 1. The Conewago Valley School District Board hereby approves and authorizes the execution and delivery of the Agreement for Collection of Real Estate and Per Capita Taxes, a copy of which is attached as Exhibit A and incorporated by reference as if fully set forth (the "Agreement"). The specific terms, conditions, and provisions of the Agreement are made a part of this Resolution.**

**SECTION 2. The terms and conditions of the Agreement are those as set forth in the attached Exhibit A, incorporated as if fully set forth herein.**

**SECTION 3. The duration of the Agreement is for a set period of time as set forth in Section 1 of the Agreement (Exhibit A) which shall expire June 30, 2022, unless by operation of law.**

**SECTION 4. The purpose and objectives of the agreement, including the powers and scope of authority delegated under the Agreement, are those as set forth in the attached Exhibit A.**

**SECTION 5.** The provisions of this Resolution are severable, and should any section, subsection, clause, sentence, or part be held or declared illegal, invalid and unconstitutional by any court of competent jurisdiction, the decision shall not affect nor impair any of the remaining sections, subsections, clauses, sentences, or parts. It is hereby declared to be the intent of the School District Board that this Resolution would have been adopted if such illegal invalid or unconstitutional section, subsection, clause, or sentence, or part had not been included.

**SECTION 6.** All Resolutions or parts thereof inconsistent with the terms of the Resolution are repealed to the extent of such inconsistency.

**SECTION 7.** This Resolution shall become effective immediately.

**RESOLVED** by the Conewago Valley School District Board, Adams County, Pennsylvania, on this 14th day of June 2021.

**CONEWAGO VALLEY SCHOOL DISTRICT**

**ATTEST**

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**Lori Duncan, Board Secretary**

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**Edward Groat, Board President**



## **Annual Safety Report, June 7, 2021**

### **Conewago Valley School District 2020-2021**

In response to Act 44-2018, The Safe Schools Act, this summary outlines the actions taken in the area of school safety during the 2020-2021 school year as it relates to various mandates and needs. This report is submitted per the Act 44 mandate requiring the School Safety and Security Coordinator (SSSC) for the district to submit a report to the board no later than June 30th of each year. The Act requires that the SSSC report on the current condition of school safety and security, what steps were taken over the past year to improve the program, and what goals we have for future improvements.

### **2020-2021 Safety Status**

We are in alignment with Act 44. Below are tasks that occurred during this school year.

- Required school emergency training and drills for students and staff have been provided.
- Memorandums of Understanding (MOU) with local law enforcement and the state police are up-to-date.
- Both CTE and CVIS started the year with new Zoll AEDs. Additionally, the AED at the high school health suite has been updated as of May 2021. AED Checks.
- Each building has a safety team and/or an emergency response team to address safety issues and medical emergencies.
- Training for 3 administrators to become recertified as train the trainers for safe restraint (SCM) training is scheduled. Mr. Little, Dr. Corbin and Mr. Beeman will participate in training this coming summer.

- Ms. Staley, Supervisor of Special Education, will also become an additional train the trainer for safe restraint training (SCM) and will be completing her training at the start of the 21-22 school year.
- Dr. Corbin is completing Restorative Practices training this year.
- The high school and middle school staff completed the Trauma and Resiliency Training as mandated by Act 18.
- The high school and middle school staff complete Stop the Bleed training.
- The Safe 2 Say Program team consisted of Dr. Sipe, Dr. Bowman, Mr. Muller, Mr. Beeman, and Mr. Little. S2SS calls all pertaining to either high school or middle school students. There were 13 tips this school year.
- The safe schools reporting will be completed for submission by the July 31st deadline. At the time of this report, the data is being finalized.
- Teachers, who are due, completed the Act 126 mandated reporter training which is required of every school employee every 5 years.
- All teachers in grades 6-12 completed the mandated Act 71 suicide prevention training. This training is mandated for 4 total hours every 5 years.
- Act 93 requires training for epi-pen training and the school nurses provide this in two ways depending on the need in the building. Nurses make sure that specific teachers are aware of how to use an epi-pen if they have a student who carries one. Nurses also provide building wide epi-pen training at the start of the school year.
- Emergency Manual revisions for the 20-21 school year to the emergency plan will be up to date by June 30th and ready for sharing to EARP, Conewago Township Police, SAVES, United Hook and Ladder, and the Adams County Emergency Management Director for the September 30, 2021 deadline.

- The district has a crisis plan. The crisis plan was activated in response to the death of a student in August of 2020.
- The Act 126 Mandated Reporter training continues to go out automatically through the Safe School training site to employees who are due for renewal. All school personnel must complete it every 5 years except for school nurses who must complete it every two years in order to renew their nursing license.
- The district is in compliance with the Act 18 Threat Assessment mandate. Conewago Valley has a threat assessment team in each school. The Threat Assessment Training was put out to the district on May 10, 2021 and this was shared with all building administrators. It's a free online "train the trainer" program for all threat assessment team members. The district's threat assessment process is outlined in appendix D of the emergency manual. The training is not mandatory, but having a threat assessment team is mandated.
- All buildings now have security cameras available to them. The NOE and CTE cameras should be connected this summer.
- A turnstile that is connected to a swipe card was installed in the stadium for security and allows us to monitor the traffic in and out of the stadium.
- The district phone system has been updated to improve the communication within the buildings and between the building and the outside community. This changeover will occur in the summer to be ready for the start of the 21-22 school year.
- The security gate was installed in the drive along side the intermediate school.
- The intermediate school had two security gates installed within the building.

## COVID-19

- Non-touch thermal scanners were provided to all homeroom or first period teachers K-12 so student temperatures could be monitored at the start of each school day.
- Masks continue to be provided to students who do not come to school with them.
- The COVID funding provided PPE for the remainder of this year and for most of next year. *(How widespread COVID is at the start of the year will help gauge the need for any additional PPE purchases.)*
- A District Health and Safety Plan was created for COVID.
- Mr. Lovejoy (employees) and Dr. Sipe (students) provided all DOH COVID reporting throughout the year for all positive COVID cases and close contacts. This consisted of a self-report form on each positive case along with a close contact list for each person exposed to a positive case.
- ESSER and PCCD grants were received. Some of these funds were used to provide cleaning supplies, hand sanitization supplies, non-touch paper towel dispensers were added in the buildings, non-touch sensors were added to faucets, toilets, urinals, and non-touch water bottle stations were added in all 5 buildings.
- Grant funds were also used to provide a safe environment in the cafeteria. Purchases of disposable trays, food prep containers, plastic utensils, gloves, masks and social distancing floor decals for each cafeteria serving area.
- Additional Clorox sanitation machines were purchased this year with grand funding. Each building now has its own machine for cleaning.
- Each school nurse established a social distancing plan for her health suite that was appropriate for her office layout and the age of students in her building.

- Each principal established social distancing procedures for the movement of students within each building.

## **Future Needs**

- CPR should be offered in the coming school year. Summer time is usually the best time because it provides flexibility for the testing. The nurses already complete CPR training every two years as part of their licensure. COVID interrupted the offering of CPR in 20-21. It is not mandated that staff complete CPR training but the district is required to offer it for those who are interested in certification. We offer this at a minimal cost to cover the online class and the certificate card. Act 14 and Act 35 require that personnel who are expected to use the AED shall complete training. The school nurses are expected to use the AED and they are trained. Anyone who completes CPR training will also receive AED training as part of their certificate.
- It is recommended that the district provide safe restraint (SCM) training to additional staff in each building.
- The district should continue to seek ways to provide SEL professional development for all staff in the areas of situational awareness, trauma-informed education awareness, and behavioral health awareness.
- I strongly recommend a digital tool or app that would allow us to put the emergency plan online. This would allow us to make changes and share them in real-time immediately with both district and emergency personnel.
- COVID-19 will likely be an issue for the 21-22 school year. Updates to the COVID monitoring spreadsheet for tracking quarantines and positive cases will be made to align to the data needed from the district by the Department of Health.



- A needs assessment will be done over the summer in preparation for the possibility of 21-22 safe school and/or PCCD grants.
- A tabletop exercise to include district personnel and emergency personnel is recommended for the summer between the 21-22 and 22-23 school year.

Thank you for your ongoing support to make our district a positive, productive, and safe learning place for our staff and students to gather and thrive. If you have any questions please don't hesitate to contact me.

Respectfully submitted,

Dr. Karen Sipe, Director of Educational Programs/SSSC

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249 Status
Adopted	August 13, 2018
Last Revised	September 21, 2020

### **Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. Cyberbullying may also constitute the crime of cyberharrassment and such may be subject to criminal prosecution and, where appropriate, the Board directs that instances of bullying or cyberbullying to be referred to law enforcement.[2]

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

### **Authority**

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

#### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[3][4]

#### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][5][6]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

### **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][7][8][9]

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][10]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

### **Legal**

1. 24 P.S. 1303.1-A
  2. 18 Pa. C.S.A. 2709
  3. Pol. 103
  4. Pol. 103.1
  5. 22 PA Code 12.3
  6. Pol. 218
  7. 24 P.S. 1302-A
  8. 20 U.S.C. 7118
  9. Pol. 236
  10. Pol. 233
- Pol. 113.1

# New Course Proposal

<b>Department</b>	HS Science
<b>Course Title/Credit</b>	<b>CVOA Environmental Science L2 (1 credit)</b>
<b>Target Audience</b>	10-12th grade students who choose virtual learning
<b>School Year of Implementation</b>	2021-2022

Provide a brief explanation as to why the department is proposing to add this course and a topical outline of the course (credit value if applicable):

<b>Rationale</b>	Our world faces serious environmental challenges—pollution, climate change and species extinction, to name a few. These challenges will require significant adjustments in the way we work, play, live and govern. In environmental science class, students will learn how to conserve resources and protect our environment in the face of increasing human population growth and human activities that degrade natural resources and ecosystems.
<b>Course Meeting Schedule</b> <i>(yearly, semester, 6x/cycle, 3x/cycle, etc)</i>	Semester long course with weekly attendance/assignment completion requirements
<b>Course Prerequisites</b>	Biology I
<b>Course Textbook/ Resource</b>	OER Resources
<b>Course Description</b>	Environmental science is the study of interactions among the physical, chemical and biological components of the environment. Students will apply their understanding of environmental science concepts at both the local and global levels and develop action plans to address problems facing the environments we share with other species.

# New Course Proposal

<b>Department</b>	Family & Consumer Science
<b>Course Title/Credit</b>	<b>CVOA Personal &amp; Family Development (1 credit)</b>
<b>Target Audience</b>	Grades 9-12
<b>School Year of Implementation</b>	2021-2022

Provide a brief explanation as to why the department is proposing to add this course and a topical outline of the course (credit value if applicable):

<b>Rationale</b>	Personal and family development is an area that is greatly lacking in our society. This course will provide students exposure to the importance of developing interpersonal skills and relationships. Understanding a healthy family life balance within the society we reside in will benefit our students and community. Lastly, there is a definite need for personal health, safety and career employment.
<b>Course Meeting Schedule</b> <i>(yearly, semester, 6x/cycle, 3x/cycle, etc)</i>	CVOA- virtual~ semester
<b>Course Prerequisites</b>	None
<b>Course Textbook/ Resource</b>	None
<b>Course Description</b>	In this class students will study aspects of their lives now and in the future. Students will begin by looking at their personalities and exploring their character. They will explore ways to make family life positive and successful. Students will examine their relationships with others. Positive health and financial guidance are included in this course. Career and employment preparation conclude the course.

## New Course Proposal

<b>Department</b>	Social Studies
<b>Course Title/Credit</b>	<b>CVOA Economics (1 credit)</b>
<b>Target Audience</b>	CVOA Students
<b>School Year of Implementation</b>	2021-2022

Provide a brief explanation as to why the department is proposing to add this course and a topical outline of the course (credit value if applicable):

<b>Rationale</b>	OWare Economics was a popular blended course option for students. As we transition from OWare to CVOA options, this course was ideal to add so that students have the similar options.
<b>Course Meeting Schedule</b> <i>(yearly, semester, 6x/cycle, 3x/cycle, etc)</i>	CVOA
<b>Course Prerequisites</b>	None
<b>Course Textbook/ Resource</b>	OER and other curated resources
<b>Course Description</b>	Informed and responsible consumers, sellers, savers, workers, and employers don't just happen: they are educated to be who they are. Global Economics employs a different way of thinking about our day-to-day lives and the world around us. This course will use current events such as job outlook, use of tax dollars, and foreign affairs to analyze the state of the global economy as a whole. Students will explore decision making on three levels: personal, national, and global with the objective of evaluating how economic decisions made at each level impact the individual student. Students will come to view economics as a tool for making decisions involved in producing, distributing, and consuming goods and services throughout their lives.

## New Course Proposal

<b>Department</b>	Math
<b>Course Title/Credit</b>	<b>CVOA Foundational Math 1 (1 credit)</b>
<b>Target Audience</b>	Students who have failed math courses
<b>School Year of Implementation</b>	2021

Provide a brief explanation as to why the department is proposing to add this course and a topical outline of the course (credit value if applicable):

<b>Rationale</b>	This course is designed to be a supplement to the math curriculum. Students who fail Algebra 1 and/or MSR would be eligible to take this course independently via CVOA to allow them to stay “on grade level” with respect to credits.
<b>Course Meeting Schedule</b> <i>(yearly, semester, 6x/cycle, 3x/cycle, etc)</i>	CVOA only, semester
<b>Course Prerequisites</b>	Failed Algebra 1, MSR, Geometry and needs a math credit to stay on grade level.
<b>Course Textbook/ Resource</b>	Open Stax - Pre-Algebra & Algebra
<b>Course Description</b>	<p>This course will provide foundational math skills in arithmetic, pre-algebra, algebra and geometry. The course is designed to help students build foundational skills in math essential to being successful in our regular math curriculum.</p> <p>Unit 1 - Numbers &amp; Integers  Unit 2 - Language of Algebra  Unit 3 - Fractions, Decimals and Percents  Unit 4 - Equations  Unit 5 - Models and Geometry  Unit 6 - Graphing  Unit 7 - Introduction to Algebra  Unit 8 - Applications of Math</p>



**Non-Bargaining Unit Personnel  
Salary and Wage Statement  
Addendum A\*  
2021-2022**

**Support Personnel Wage and Fringe Benefits – Wage Range**

1. **Secretarial Ranges**
  - a. Superintendent's Secretary \$14.00 - \$24.92
  - b. 12 Month Secretary \$12.15 - \$22.21
  - c. 10 Month Secretary \$12.00 - \$19.55
  - d. Student Secretary Minimum Wage
  
2. **Maintenance and Custodial Ranges**
  - a. Maintenance Workers \$14.00 - \$28.13
  - Head Building Custodian
  - b. Grounds \$12.00 - \$25.18
  - c. Custodian \$12.00 - \$22.55
  - d. Student Custodian Minimum Wage
  - e. Substitute Custodian \$11.50
  
3. **Aide Ranges**
  - a. Employed prior to 08/01/2000 Min. Wage - \$13.50
  - b. Employed on/after 08/01/2000 \$12.00 - \$18.45
  - c. Substitute Aide \$11.50
  
4. **Food Service Ranges**
  - a. Head Cook (Secondary) \$13.50 - \$21.67
  - b. Head Cook (Elementary) \$13.00 - \$20.40
  - c. Assistant Head Cook (school term) \$12.50 - \$19.65
  - d. Cashier (school term) \$12.15 - \$16.58
  - e. Cook (school term) \$12.00 - \$16.58
  - f. Substitute Food Service Worker - school term) \$11.50
  
5. **Paraprofessional**
  - a. Paraprofessional (12 months) \$12.00 –\$33.65 (\$24,960 - \$70,000)
  - b. Paraprofessional (less than 12 months) \$12.00 – \$26.18
  
6. Shift differential over day rate
 

\$ .25 per hour second shift  
\$ .50 per hour third shift
  
7. Bilingual differential: If an employee is deemed by the Superintendent to be engaged in work where a bilingual capacity is valuable and essential to the position, a differential may be authorized by the Superintendent. This differential may not exceed \$2.00 per hour.
  
8. Part-Time Cafeteria personnel who are asked to work special events shall receive a \$1.00 per hour differential for hours after 5:00 P.M. on normal working days and for all hours on days when personnel are not regularly scheduled to work.

Does not apply to regularly scheduled school functions such as band camp, athletic camps, etc.

**Curriculum Cabinet Compensation Proposal  
2021-2022**

	<b>\$3,000/Position</b>	
<b>Art K-12</b> Jeanne Plotica	<b>Guidance K-12</b> Abby Reichart	<b>FCS 7-12</b> Kim Johnston-Smith
<b>H&amp;PE K-12</b> Chris Long	<b>Media K-12</b> Joanna Knott	<b>Music 1-12</b> David Bowman
<b>ELA/Social Studies K-3 CTE</b> Amie Meckley	<b>ELA/Social Studies K-3 NOE</b> Jenna Stiner	<b>Math/Science K-3 CTE</b> Melissa Gantz
<b>Math/Science K-3 NOE</b> Jennifer L. Shearer	<b>ELA 4-6</b> Stephanie Muller	<b>Math 4-6</b> Jamie McMaster
<b>Science 4-6</b> Lisa Price	<b>Social Studies 4-6</b> Tina Wagner	<b>Special Education 4-6</b> TBD
<b>ELA 7-8</b> Stephanie Myers	<b>Math 7-8</b> Brad Heird	<b>Science 7-8</b> Chris Skimski
<b>Social Studies 7-8</b> Tony Angelini	<b>Special Education 7-8</b> TBD	<b>ELA 9-12</b> Amanda Sipe
<b>Math 9-12</b> Jason Warner	<b>Science 9-12</b> Jenn Snyder	<b>Social Studies 9-12</b> Katie Gingerich
<b>World Language 9-12</b> Katie Seigel	<b>Applied Technologies 7-12</b> Shawn Myers	<b>Special Education 9-12</b> Allison Murren

### Learning Coach Compensation Proposal 21-22

<b>\$2,750/Position</b>	
<b>NOMS</b>	Eva Karcuff
<b>CVIS</b>	Joanna Knott
<b>NOE</b>	Jennifer L. Shearer
<b>CTE</b>	Melissa Gantz

## ACTIVITY ADVISORS FOR THE 2021-2022 SCHOOL YEAR

### STUDENT COUNCIL

High School Student Council Advisor	Alexandra Heller
High School Asst. Student Council Advisor	Lori Altoff
Middle School Student Council Advisor	Stephanie Myers
CVIS Student Council Advisor	Jennifer Spencer

### CLASS ADVISOR

Freshman Class Advisor (50%)	Tonya Lardarello
Freshman Class Advisor (50%)	Suzette Sauter
Sophomore Class Advisor	Katie Appleby
Junior Class Advisor	Kara Olewiler
Senior Class Advisor	Meghan Latshaw

### SCHOOL MUSICAL/PLAY - HS

School Musical/Play Director - HS	Marcia Knorr
School Musical/Play Director - Music - HS	
School Musical/Play Costumer	Sarah Lewis

### SCHOOL MUSICAL - MS

School Musical/Play Director - MS	
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### CHORUS

High School Chorus	David Bowman
Middle School Chorus	Grace Watson Martin
Intermediate School Chorus	Carlee Moyer

### BAND

High School Band	Shawn Campopiano
Jazz Band - High School	Shawn Campopiano
Middle School Band (7-8)	Tim Rohrbaugh
CVIS Band - (4-6)	Rebecca Sine

### STRINGS

7th - 12th Strings	Ashley McDaniel
4th - 6th Strings	Lauren Forshey

### YEARBOOK

High School Yearbook Advisor	Layla Britton
Middle School Yearbook Advisor	Matt Cotton

**NEWSPAPER**

Sr. High Newspaper Advisor

Jonathan Makowski

**NATIONAL HONOR SOC.**

National Honor Society Advisor

Kathleen Siegel

**VARSITY CLUB**

Varsity Club Advisor

Gene Kraus

**FBLA**

FBLA Advisor

Patricia Bealmear

**FFA**

FFA Advisor

**SPEECH / DEBATE**

Speech/Debate Advisor

Jason Cross

**EXTRA CURRICULAR COACHING ASSIGNMENTS FOR THE 2021-2022 SCHOOL YEAR**

<b>SPORT/POSITION</b>	<b>COACH NAME</b>
<b>FOOTBALL (FALL)</b>	
Head Coach	Jason Warner
Asst. Coach	Larry Baumgardner
Asst. Coach	John Slagle
Asst. Coach	Derek Starnner
Asst. Coach	Jarrold Linn
Asst. Coach	Adam Smith
Asst. Coach	Ethan Chrismer
Asst. Coach	Eric Warner
<b>CROSS COUNTRY (FALL)</b>	
HEAD COACH	Eva Karkuff
Asst. Coach	Sarah Wiles
Asst. Coach	Darren Groft
<b>FIELD HOCKEY (FALL)</b>	
HEAD COACH	Tonya Lardarello
Asst. Coach	Tianna Weaver
Asst. Coach	Kristen Groft
Asst. Coach	Sarah Groft
<b>SOCCER - BOYS (FALL)</b>	
HEAD COACH	Andrew Dellinger
Asst. Coach	Matt Hartman
<b>SOCCER - GIRLS (FALL)</b>	
HEAD COACH	David Shaffer
Asst. Coach	
<b>VOLLEYBALL - GIRLS (FALL)</b>	
HEAD COACH	Personnel Item #24 - KA
Asst. Coach	Diane Rife
<b>TENNIS - GIRLS (FALL)</b>	
HEAD COACH	Travis Martin
Asst. Coach	Personnel Item #24 - JS

<b>GOLF (FALL)</b>	
<b>HEAD COACH</b>	Josh O'Brien
Asst. Coach	Derek Gingerich
<b>SPORT/POSITION</b>	<b>COACH NAME</b>
<b>CHEERLEADING</b>	
<b>HEAD COACH</b>	Caitlynne Edwards
Asst. Coach	
Asst. Coach	Amber Wagaman
Asst. Coach	Erika Gonzalez