

December 5, 2022
Conewago Valley Board Meeting

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order at 7:43 p.m. Mr. Edward Groft called the meeting to order. The following members were present: Mrs. Melanie Sauter, Mr. Jeff Kindschuh, Mr. Luke Crabill, Ms. Patricia Gouker and Mr. Eric Flickinger. Absent were Mrs. Tara Bolton, Mr. William Huffman and Mr. Michael Buckley. Also present were Superintendent Dr. Sharon Perry, Assistant Superintendent Dr. Robert Walker, Principals Mr. Matthew Muller, Mr. Christopher Cobb, Mrs. Autumn Zaminski, Dr. Garry Himes and Dr. Larry Sanders. Also present were Dr. Stephanie Corbin, Mr. Doug Wherley and solicitor Ms. Brooke Say.

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

Board Vice President, Mr. Jeff Kindschuh reviewed the following Local Board Procedures Policies: Code 002 – Authority and Powers, Code 004 – Membership and Code 011 – Principles for Governance and Leadership.

Mrs. Sauter made a motion, seconded by Ms. Gouker to approve the minutes of the November 7, 2022 Committee of the whole meeting and the November 14, 2022 Regular meeting of the Board of Directors. 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 Mr. Kindschuh to file the Treasurer's report for audit.

The Treasurer's report showed:

PA School District Liquid Asset Fund

Previous Balance	\$4,224,760.53	
Deposits	6,692,714.02	
Withdrawals	<u>5,484,398.16</u>	
Balance 12/1/22		\$5,433,076.39

PSDLAF Flex CD

Previous Balance	\$24,799,371.65	
Deposits	0.00	
Withdrawals	<u>1,944,699.35</u>	
Balance 12/1/22		\$22,854,672.30

PSDLAF Bond 2019

Previous Balance	\$ 1,208,371.25	
Deposit	418,683.19	
Withdrawals	<u>77,307.88</u>	
Balance 12/1/22		\$1,549,746.56

PSDLAF Capital Reserves

Previous Balance	\$ 784,860.13	
Deposits	214,985.82	
Withdrawals	<u>24,894.50</u>	
Balance 12/1/22		\$974,951.45

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

Mr. Crabill made a motion, seconded by Mrs. Sauter 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 #10007904 to #10008022. Pay Wires #8000000315 to #8000000325. ACH debits #9000024236 to #9000025253. The total amount of General Fund items paid is \$4,547,238.78. Capital Reserve invoices to include Check #30000156 in the amount of \$24,894.50 were paid. Food Service invoices to include Checks #50001038 to #50001064 and ACH #9000000003. Total Food Service fund payments in the amount of \$121,357.74 and Construction Bond invoices to include Checks #45000507 to #45000508 in the amount of \$77,307.88 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 approval of the Resolution #124 - Act 57 Resolution that allows the Tax Collector to waive penalty charges for a taxpayer who purchased a home within the previous 12 months and have not received a bill. The taxpayer would pay at face value and not at discount. Resolution #124
4. **(Finance)** Recommend adoption of the resolution to certify that the Board will not increase school district tax for the 2023-2024 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education. Resolution #125.

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

Mrs. Sauter made a motion, seconded by Mr. Crabill to:

1. **(Ways & Means/Curriculum)** Recommend approval of the Meeting Times for the Board of Directors for 2023.

Go to 2023 Board Meeting Calendar

2. **(Ways & Means/Curriculum)** Recommend approval of the additional field trips below for the 2022-2023 school year.

Field Trip Requests 2022-2023			
NAME	GRADE	DATE	TITLE/PLACE
Caitlynne Edwards	New Oxford High School	2/8/2023	UCA Nationals in Florida
Caitlynne Edwards	New Oxford High School	2/4/2023	Fire & Ice Competition
Rick Jones	12th grade	1/16/2023	SkillsUSA District 5 Welding Competition
Shannon Lindskog, Matthew Muller	New Oxford Middle School	12/14/2022	Leonhardt Manufacturing Co
Meghan Latshaw	New Oxford High School	12/7/2022	Rosie's Restaurant
Joe Connolly	New Oxford High School	12/6/2022	Legacy Partnership Awareness Meeting

3. **(Ways & Means/Curriculum)** Recommend approval of the additional professional development/conferences below for the 2022-2023 school year.

Professional Development Requests 2022-2023				
NAME		BUILDING	EVENT	DATE(S)
Kress	Emily	New Oxford High School	Winter 2023 Science Leadership Day	1/11/2023
Bowman	Chris	New Oxford High School	Winter 2023 Science Leadership Day	1/11/2023
Shearer	Jennifer	New Oxford Elementary	Winter 2023 Science Leadership Day	1/11/2023
Olewiler	Kara	New Oxford High School	Winter 2022 Science Leadership Day	1/11/2023

Skimski	Christopher	New Oxford Middle School	Winter 2023 Science Leadership Day	1/11/2023
Zaminski	Autumn	Conewago Township Elementary	Winter 2023 Science Leadership Day	1/11/2023
Myers	Shawn	New Oxford High School	Winter 2023 Science Leadership Day	1/11/2023
Himes	Garry	New Oxford High School	Winter 2023 Science Leadership Day	1/11/2023
Plank	Jessica	Conewago Valley Intermediate School	Winter 2023 Science Leadership Day	1/11/2023
Myers	Amanda	Conewago Valley Intermediate School	Winter 2023 Science Leadership Day	1/11/2023
Lynch	Erinne	Conewago Valley Intermediate School	Winter 2023 Science Leadership Day	1/11/2023
Gantz	Melissa	Conewago Township Elementary	Winter 2023 Science Leadership Day	1/11/2023
Gantz	Melissa	Conewago Township Elementary	K-2 Mathematical Concepts	12/8/2022
Shearer	Jennifer	New Oxford Elementary	K-2 Mathematical Concepts: Algebraic Reasoning & Word Problems	12/8/2022

Roll call vote: Mrs. Sauter-aye; Ms. Gouker-aye; Mr. Crabill-aye; Mr. Flickinger-aye; Mr. Kindschuh-aye and Mr. Graft-aye. Motion was carried.

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

1. **(Personnel)** Recommend acceptance of the resignation for the purpose of retirement of Dave Hetrick - head custodian at New Oxford High School, effective at the end of the day on January 6, 2023.
2. **(Personnel)** Recommend acceptance of the resignation of Kevin Johnson - student custodian at New Oxford High School, effective November 16, 2022.
3. **(Personnel)** Recommend acceptance of the resignation of Dr. Robert Walker - Assistant Superintendent, effective at the end of the day on February 16, 2023.
4. **(Personnel)** Recommend acceptance for the resignation of Melissa Gantz, learning coach at Conewago Township Elementary School, effective November 22, 2022.

5. **(Personnel)** Recommend acceptance of the resignation of Derek Starner - track and field assistant coach (JH), effective November 29, 2022.
6. **(Personnel)** Recommend acceptance of the resignation of Laurie Lincoln - girls soccer assistant coach (JH), effective December 1, 2022.
7. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Jordyn Main, nurse at Conewago Valley Intermediate School, such leave to begin approximately February 6, 2023 and extend through May 8, 2023, 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.
8. **(Personnel)** Recommend approval of a paid and unpaid leave of absence for Kortney Dodge, instructional aide at New Oxford Elementary School, such leave to begin December 7, 2022 through December 16, 2022, 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.
9. **(Personnel)** Recommend approval of amending the start date for Elizabeth Coover from November 21, 2022 to November 29, 2022.
10. **(Personnel)** Recommend employment of Megan Shull as a personal care aide at New Oxford Elementary School, (Category: full-time school-term) at the wage established in Addendum A*(Range 3a), retroactive to December 5, 2022, pending having met all required Federal, State, and local hiring regulations.
11. **(Personnel)** Recommend employment of Ryan Mauler as a personal care aide at Conewago Township Elementary School, (Category: full-time school-term) at the wage established in Addendum A*(Range 3a), retroactive to November 29, 2022, pending having met all required Federal, State, and local hiring regulations.
12. **(Personnel)** Recommend approval of Laura Hartlaub as the learning coach at Conewago Township Elementary School, retroactive to November 29, 2022.
13. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2022-2023 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Noah Strausbaugh

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

Bolden, Timothy R.
Donnelly, Colleen T.
Lowe, Kayla B.

Cramblitt, Sheri D.
Donnelly, Nathan R.
Tyson, Braden J.

Cunning, Judith A.
James, Abigail W.
Zimmerman, George P.

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

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

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Mason Dixon Youth for Christ with Perry Motter as representative, to use the New Oxford Middle School multi-purpose field and 1 classroom from 2:30 pm to 4:15 pm on Thursdays, from January 23, 2023 through May 11, 2023 for their Campus Life Kickoff Event and Weekly Club (one time kickoff event in the middle school cafeteria, and possible use of the middle school commons area occasionally for games), with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

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

Resident, Mrs. Farnham provided comments regarding sex education in the District.

By common consent and action, Mr. Groft adjourned the meeting at 8:23 p.m.

Respectfully submitted,



Lofi Duncan
Secretary

**RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF
THE CONEWAGO VALLEY SCHOOL DISTRICT TO REQUIRE THE TAX
COLLECTOR TO WAIVE ADDITIONAL CHARGES FOR REAL ESTATE TAXES IN
ACCORDANCE WITH THE ACT OF JULY 11, 2022, P.L. 701, No. 57**

RESOLUTION # 124

WHEREAS, the Act of May 25, 1945, P.L. 1050, No. 394 (the “Local Tax Collection Law”) previously provided that a taxpayer’s failure to receive any notice concerning ad valorem real estate taxes did not relieve a taxpayer from the payment of the taxes, and any penalties, interest, fees, or other charges that may have accrued as a result of non-payment of the same; and

WHEREAS, Governor Tom Wolf signed into law the Act of July 11, 2022, P.L. 701, No. 57 (“Act 57”), which amended the Local Tax Collection Law and requires a tax collector to waive additional charges for real estate taxes so long as the delinquent taxpayer complies with the provisions set forth in Act 57; and

WHEREAS, Act 57 further requires all taxing districts, within ninety (90) days of October 9, 2022, or by January 7, 2023, to pass an ordinance or resolution requiring such taxing district’s respective tax collector to waive the aforementioned additional charges; and

WHEREAS, the School District now passes this Resolution in order to comply with the requirement set forth in Act 57.

NOW AND THEREFORE, BE IT RESOLVED and adopted by the Board of School Directors in and for the Conewago Valley School District (the “Board”), Adams County, Pennsylvania, at a duly convened meeting of the same, as follows:

Section 1. The Board hereby directs the tax collector responsible for collecting all ad valorem real estate taxes for properties located within the School District, including, without limitation, any delinquent tax collector or the Tax Claim Bureau of Adams County, Pennsylvania (collectively the “Tax Collector”) to waive additional charges for real estate taxes incurred as of the 2023/2024 tax year provided the taxpayer requesting such waiver complies with the provisions herein. “Additional charges” shall mean any interest, fee, penalty, or charge accruing to and in excess of the face amount of the real estate tax as set forth in the notice of the same.

Section 2. The waiver request shall be made in writing on a form developed and made available to the School District by the Pennsylvania Department of Community and Economic

Development. The request shall include an attestation by the taxpayer that no real estate tax notice was received. The request shall be signed by the taxpayer.

Section 3. In the case of real property, any waiver request must be submitted to the Tax Collector in possession of the claim within twelve (12) months of the taxpayer acquiring ownership of the property in question.

Section 4. In the case of a mobile or manufactured home, any waiver request must be submitted to the Tax Collector in possession of the claim within twelve (12) months of: i) the taxpayer acquiring ownership of the mobile or manufactured home in question, or ii) the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of real estate not owned by the owner of such mobile or manufactured home.

Section 5. In addition to the waiver request, the taxpayer shall also submit to the Tax Collector in possession of the claim one (1) of the following:

- a) In the case of real property, a copy of the recorded deed showing the date of real property transfer to the taxpayer; or
- b) In the case of a mobile or manufactured home:
 - i. a copy of the title, showing the date of issuance, following the acquisition of such mobile or manufactured home subject to taxation as real estate, or
 - ii. a copy of an executed lease agreement, showing the date the lease commences, between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated.

Section 6. The taxpayer shall submit payment for the face value of the ad valorem real estate taxes, as set forth in the notice, at the time the taxpayer submits the waiver request and other documentation required herein to the Tax Collector in possession of the claim. The Tax Collector in possession of the claim is hereby directed to deny any waiver request received that is not accompanied by payment in full of the face value of the ad valorem real estate taxes or the other documentation required herein.

RESOLVED AND ENACTED this 5th day of December, 2022, by the Board of School Directors of the Conewago Valley School District, in lawful session duly assembled.

THE BOARD OF SCHOOL DIRECTORS OF THE CONEWAGO VALLEY SCHOOL
DISTRICT

By: _____
Edward Groft, Board President

ATTEST:

By: _____
Lori Duncan, Secretary

**CONEWAGO VALLEY SCHOOL DISTRICT
BOARD OF DIRECTORS**

RESOLUTION #125

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter “Act 1”);

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Conewago Valley School District index for the 2023-2024 fiscal year is 5.5%.

WHEREAS, the Conewago Valley School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Conewago Valley School District for the 2023-2024 fiscal year by more than the index.

AND NOW, on this 5th day of December, 2022, it is hereby RESOLVED by the Conewago Valley School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2023-2024 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.

3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2023-2024 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2023-2024 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

CONEWAGO VALLEY SCHOOL DISTRICT
Adams County Pennsylvania

By: _____
Ed Groft, Board President

ATTEST:

Lori Duncan, Secretary

2023 Board Meeting Calendar

CONEWAGO VALLEY SCHOOL DISTRICT

130 Berlin Road
New Oxford, Pennsylvania 17350

MEETING TIMES and PLACES FOR 2023 BOARD OF DIRECTORS

	JAN. (New Years' Day)	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT. (Labor Day)	OCT.	NOV.	DEC.
Committee of the Whole Study Session and Voting Mtg. in District Board Room 7:00 P.M.	MON. Jan. 9	MON. Feb. 6	MON. Mar. 6	MON. Apr. 3	MON. May 1	MON. June 5	MON. July 10 **	MON. Aug. 7	MON. Sep. 11	MON. Oct. 2	MON. Nov. 6	MON. Dec. 4 **
Regular Public Meeting 7:30 P.M. in District Board Room unless other location is noted	MON. Jan. 16	MON. Feb. 13	MON. Mar. 13	MON. Apr. 10	MON. May 8	MON. June 12	MON. July 10 **	MON. Aug. 14	MON. Sep. 18	MON. Oct. 9	MON. Nov. 13	MON. Dec. 4 **

Committee Meetings - Time/Date as indicated in District Board Room or at building indicated	<u>Prop & Supplies</u> Will be scheduled as needed	<u>Finance</u> Will be scheduled as needed	<u>Personnel</u> Will be scheduled as needed

2023 CALENDAR

January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

** July 10 and Dec. 4- Study Session begins at 6:30 P.M. followed by regular voting meeting at 7:30 P.M.

(Dec. 4th is Board Reorganization)

Approved: 12/5/2022