



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – JUNE 12, 2023 A G E N D A

7:00 pm Study Session/Executive Session; Personnel, Confidential, Legal Information

1. Call to Order/Opening Exercises
2. Approval of minutes
3. Building reports
4. Student report
5. Assistant Superintendent report
6. Superintendent report
7. Public comment on agenda related items
8. [Honors/Recognitions](#)
9. Treasurer's report
10. Recommendations for Board action
 - a. [Finance](#)
 - b. [Ways & Means/Curriculum](#)
 - c. [Personnel](#)
 - d. [Property & Supplies/ Use of Facilities](#)
11. Other business which may properly come before the Board
12. Public comment on non-agenda items
13. [Dates to Remember](#)
14. Adjourn meeting

- [Link for Live YouTube Streaming](#)
 - [Link for Public Comment](#)



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – JUNE 12, 2023

A G E N D A

ITEMS RECOMMENDED FOR ACTION:

FINANCE

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:

\$4,198,639.86

Check #10008611 to Check #10008723

Wire #8000000393 to Wire #8000000404

Wires include credit card transactions

Ach #9000030776 to Ach #9000031821

from the Capital Reserve Account **\$0.00**

No Checks

from the Cafeteria Account **\$91,141.42**

Check #50001186 to Check #50001213

and from the Construction Account Bond 2019: **\$25,000.00**

Check #45000512

for a total of **\$4,314,781.28**

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 the Board adopt the final 2023-2024 General Fund Budget, as was duly advertised and held open to inspection, and was tentatively approved by the Board at its meeting of May 8, 2023 showing expenditures and estimated resources of the same amount of \$75,377,800.00, to appropriate resources as shown on the budget, and levy taxes necessary to raise with local revenue anticipated in the budget by adopting the formal tax resolution presented herewith, and be attached to the minutes which, in summary provide for:
 - a) 1.0% levy of all wages, earned income, and net profits of each resident in said school district - Act 511
 - b) .5% Realty Transfer Tax - Act 511
 - c) \$5 Per Capita Tax under Section 679 of the School code and a \$5 Per Capita - Act 511
 - d) 5% Amusement Tax - Act 511
 - e) 15.6691 Mill Real Estate Tax under School Code
 - f) \$10/\$52 Emergency & Municipal Services Tax - Act 55 (dependent on municipality)
4. **(Finance)** Recommend the Board support the Resolution in Support of SB180 and HB180 - School Meals for All - Resolution #127

[To Resolution #127 - School Meals for All](#)

5. **(Finance)** Recommend approval of the contract between Conewago Valley School District and Lincoln Bus Lines for transportation services in the Special Education Department for the 2023-2024 school year at a cost of \$512,940.00.

ADDITIONAL FINANCE

N/A

[To Agenda](#)

WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of the contracted services between Laurel Life and Conewago Valley School District for the 2023-2024 school year at a total cost of \$552,340.00.

[Laurel Life ISS Agreement](#)

[Laurel Life NOHS Transition Classroom](#)

[Laurel Life NOMS Transition Classroom](#)

2. ***(Ways & Means/Curriculum)*** Recommend approval of the Memorandum of Understanding between Adams County Head Start and Conewago Valley School District from 2022 through 2025.

[Head Start MOU](#)

3. ***(Ways & Means/Curriculum)*** Recommend acceptance of the 2022-2023 Annual Safety Report that was presented and reviewed during the Board Study Session on June 5, 2023.

[2022-2023 Annual Safety Report](#)

4. ***(Ways & Means/Curriculum)*** Recommend approval of the K-12 Library Science Curriculum (2023). Link listed below.

[K-12 Library Science Curriculum](#)

5. ***(Ways & Means/Curriculum)*** Recommend approval of the K-12 Math Curriculum (2023). Link listed below.

[K-12 Math Curriculum](#)

6. ***(Ways & Means/Curriculum)*** Recommend approval of the Memorandums of Understanding with the following Police Departments for the period of July 1, 2023 through June 30, 2025:

[Eastern Adams Regional Police Department](#)

[Conewago Township Police Department](#)

[Pennsylvania State Police](#)

7. ***(Ways & Means/Curriculum)*** Recommend acceptance with appreciation of the donation for engraving of our retirement plates from Scott Coyle of Scott & Company Fine Jewelers, valued at \$350.00
8. ***(Ways & Means/Curriculum)*** Recommend acceptance with appreciation of the donation for 625 planners to New Oxford Middle School from Dr. David Ross of David Ross Orthodontics, valued at \$3,000.00
9. ***(Ways & Means/Curriculum)*** Recommend approval of the contract with Perry Smith Driving School to provide behind the wheel drivers training for the 2023-2024 school year.

10. *(Ways & Means/Curriculum)* Recommend approval of the following professional development/conferences below in the 2023-2024 school year.

Professional Development Requests 2023-2024				
NAME	BUILDING	EVENT	DATE(S)	COST TO DISTRICT
Lauri	Beans	District Office	Notary Reappointment Seminar	7/1/2023 450.00
Lauri	Beans	District Office	Promoting Office Professionals Conference	7/25/23 125.00
Meg	Fitzwater	NOMS	Promoting Office Professionals Conference	7/25/23 125.00

ADDITIONAL WAYS & MEANS/CURRICULUM

11. *(Ways & Means/Curriculum)* Recommend approval of the following job descriptions:

- [Director of Curriculum](#)
- [Assistant Athletic Director](#)

12. *(Ways & Means/Curriculum)* Recommend approval of the following professional development/conferences below in the 2023-2024 school year.

Professional Development Requests 2023-2024				
NAME	BUILDING	EVENT	DATE(S)	COST TO DISTRICT
Lori	Hoffman	District Office	Promoting Office Professionals Conference	7/25/2023 125.00
Kelly	Kuhn	District Office	Promoting Office Professionals Conference	7/25/2023 125.00
Pat	Stambaugh	District Office	Promoting Office Professionals Conference	7/25/2023 125.00
Lorraine	Rife	NOHS	Promoting Office Professionals Conference	7/25/2023 125.00
Michelle	Kopp	NOHS	Promoting Office Professionals Conference	7/25/2023 125.00
Sharon	Hagerman	NOHS	Promoting Office Professionals Conference	7/25/2023 125.00

Nancy	Brown	NOHS	Promoting Office Professionals Conference	7/25/2023	125.00
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[To Agenda](#)

PERSONNEL

1. **(Personnel)** Recommend approval of the Non-Bargaining Unit Personnel Salary and Wage Statement for 2023-2024.

[To 2023-2024 Wage Range Statement](#)

2. **(Personnel)** Recommend approval of the 2023-2024 Curriculum Leader Compensation Proposal.

[To 2023-2024 Curriculum Cabinet Compensation Proposal](#)

3. **(Personnel)** Recommend that Dr. Raymond Ruberg be appointed as the primary school physician for the 2023-2024 school term with duties according to the usual and customary fee.
4. **(Personnel)** Recommend that Dr. Kari Stuntz be appointed as the school dentist for the 2023-2024 school term with duties according to the usual and customary fee.
5. **(Personnel)** Recommend acceptance for the resignation for the purpose of retirement for Debra Harte, life skills teacher at New Oxford Middle School, effective May 27, 2023.
6. **(Personnel)** Recommend acceptance for the resignation of Grace Moser, general music teacher at New Oxford Middle School, effective May 26, 2023.
7. **(Personnel)** Recommend acceptance for the resignation of Alexandra Karkuff, middle school assistant track coach, effective May 15, 2023.
8. **(Personnel)** Recommend acceptance for the resignation of Steve Brown, high school assistant track coach, effective May 31, 2023.
9. **(Personnel)** Recommend approval of the following transfers for the 2023-2024 school year:
 - Melissa Gantz from Media Specialist to Math Interventionist at Conewago Township Elementary School.
 - Catherine Meador from Instructional Aide to Personal Care Aide at Conewago Township Elementary School.
10. **(Personnel)** Recommend employment of Christen Manari, Assistant Principal of Conewago Valley Intermediate School, effective July 1, 2023, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
11. **(Personnel)** Recommend approval of Julie Sterner as a 2023 summer painter at district locations as needed, retroactive to May 30, 2023, at the established rate, pending appropriate approvals as needed.
12. **(Personnel)** Recommend approval of Brian Hunt as a 2023 summer painter at district locations as needed, retroactive to May 30, 2023, at the established rate, pending appropriate approvals as needed.
13. **(Personnel)** Recommend employment of Aiden Warner as a student sound technician retroactive to May 19, 2023, at the established rate, pending appropriate approvals as needed.
14. **(Personnel)** Recommend employment of Kylie Beam as a summer technology intern retroactive to June 5, 2023, at the established rate, pending appropriate approvals as needed.

- 15. **(Personnel)** Recommend employment of Jennifer Brinkley as a Temporary Professional Employee - Life Skills Support Teacher at New Oxford Elementary School, at a salary equal to Instructional I, Step 2 of the applicable negotiated agreement, effective August 15, 2023, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
- 16. **(Personnel)** Recommend approval of the following extracurricular activity advisor assignments for the 2023-2024 school year only, pending having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Sarah Ruffner	CVIS Student Council Advisor	\$1,262.00

- 17. **(Personnel)** Recommend approval of the following extracurricular coaching assignments for the 2023-2024 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.

<u>NAME</u>	<u>SPORT</u>	<u>STIPEND</u>
Rachel Costello	Assistant Girls Soccer Coach	\$2,630.00

- 18. **(Personnel)** Recommend approval of the attached list of day-to day substitute teachers, school nurses, and substitute support staff for the 2023-2024 school term, according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

[To 2023-2024 Substitute Listing](#)

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

Henry, Stephanie L.	Lehman, Alexys R.	Redding, Nichole L.
Robinson, Julia L.	Sultzbaugh, Jordan M.	

ADDITIONAL PERSONNEL

- 20. **(Personnel)** Recommend employment of Charles Trovato, Director of Curriculum at Conewago Valley School District, effective August 14, 2023, or upon release from previous place of employment, pending appropriate certification and having met all required Federal, State, and local hiring regulations.

[To Agenda](#)

PROPERTY & SUPPLIES (USE OF FACILITIES)

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Black Rose Volleyball Club with Chris Weaver as representative, to use the New Oxford High School main gymnasium on Sundays from 12:00 pm to 4:00 pm from August 27, 2023 through November 4, 2023, and then Sundays from 12:00 pm to 8:00 pm from November 5, 2023 through May 12, 2024, for Club Volleyball Season, 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.
2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Child Evangelism Fellowship of Adams County with Pamela Blankenship as representative, to use a Conewago Valley Intermediate School classroom on Thursdays when school is in session from September 14, 2023 through May 16, 2024, from 3:30 pm to 4:45 pm for Good News Club, 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.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Bulldog Baseball Club with Jeremy Frey as representative, to use the New Oxford High School baseball field from June 13, 2023 through July 31, 2023 from 6:00 pm to 8:00 pm, on specific dates approved by the athletic director, for baseball practice, 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.
4. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for Bulldog Baseball Club with Kevin Bachota as representative, to use the New Oxford High School baseball field from June 13, 2023 through July 31, 2023 from 6:00 pm to 8:00 pm, on specific dates approved by the athletic director, for youth baseball practice, 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.
5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Cheer with Lisa Smith as representative, to use the New Oxford High School front parking lots on July 29, 2023 from 6:00 am to 4:00 pm, for cheer community yard sale, at no charge, 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.
6. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for United Hook & Ladder Company 33/Football Booster Club with Brad Kuhn as representative, to use the New Oxford High School front parking lots on August 1, 2023 from 5:00 pm to 8:00 pm, for National Nite Out, at no charge, 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.
7. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Band Boosters with Tracy Warner as representative, to use the New Oxford High School stadium, multipurpose field, and parking lots (auditorium, main gymnasium bleachers only, auxiliary gymnasium, classrooms, and cafeteria for inclement weather only) and New Oxford Middle School parking lots (gymnasium for inclement weather only) and Conewago Valley Intermediate School main lobby restrooms and parking lots on September 16, 2023, from 3:00 pm to 9:00 pm for the Colonial Classic Band Competition, with charges as listed in Board Policy #707, with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

8. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the Adams County Music Educators Association (ACMEA) - County Band Festival, with Shawn Campopiano as representative, to use the District Auditorium, music classrooms in the middle school and high school, from February 2, 2024 through February 3, 2024, from 8:00 am to 3:00 pm, for the Adams County Band Festival, 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.

Black Rose Volleyball Club - \$150.00 Rental Charge; \$300.00 Utility Charge; \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$450.00.

Child Evangelism Fellowship of Adams County - \$150.00 Rental Charge; \$200.00 Utility Charge; \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$350.00.

Bulldog Baseball Club - \$50.00 Utility Charge; \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$50.00

Bulldog Baseball Club (Youth) - \$50.00 Utility Charge; \$35 per hour Custodial Charge if deemed necessary. Total estimated charges = \$50.00

New Oxford Band Boosters - \$75.00 Utility Charge; \$35 per hour Custodial charge. Total charges to be determined.

ACEMA - \$50 Utility Charge; \$35 per hour Custodial charges; \$35 per hour (minimum of 2 hours) Sound/Lighting/Tech charges. Total estimated charges to be determined based on the hours used in each department.

ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES

N/A

[To Agenda](#)

DATES TO REMEMBER

- **July 10, 2023** Study/Board Meeting – District Office – 6:30/7:30 PM
- **August 7, 2023** Study Session - District Office - 7:00 PM
- **August 14, 2023** Board Meeting – District Office – 7:30 PM
- **September 11, 2023** Study Session - District Office - 7:00 PM
- **September 18, 2023** Board Meeting – District Office – 7:30 PM
- **October 2, 2023** Study Session - District Office - 7:00 PM
- **October 9, 2023** Board Meeting – District Office – 7:30 PM
- **November 6, 2023** Study Session - District Office - 7:00 PM
- **November 13, 2023** Board Meeting – District Office – 7:30 PM
- **December 4, 2023** Reorganization Board Meeting-District Office-6:30 PM

[To Agenda](#)

CONGRATULATIONS!

Congratulations to Megan Adams who was selected as the New Oxford High School Rotary Student of the Month for May!

College Acceptance and Scholarship Monies Awarded

<i>First Name</i>	<i>Last Name</i>	<i>College Accepted To:</i>	<i>Scholarship \$</i> <i>Awarded To Date</i>
			<i>\$3,253,855.00</i>
Logan	Kibler	Central Penn College	\$5,000.00
Naomi	Doll	Mount St. Mary's University	\$124,000.00
Naomi	Doll	Hollins University	\$116,000.00
Ehrin	Myers	Duquesne University	\$23,000.00
Ehrin	Myers	Messiah University	\$64,000.00
Ehrin	Myers	Lebanon Valley College	\$128,000.00
Carlos	Nunez	Shippensburg University	----
Sydney	Christner	Duquesne University	\$23,000.00
Katherine	Lavallee	Bloomsburg University	----
Elizabeth	Moores	University of Dayton	----
Logan	Kibler	Central Penn College	\$3,000.00
Katie	Lavallee	Stevenson University	\$84,000.00
Katie	Lavallee	York College	\$52,000.00
Scott	Myers	Millersville University	----
Caeley	Bair	York College	----
Ella	Billman	Ursinus College	\$160,000.00
Yacaranday	Bobadilla-Rico	Mount St. Mary's University	\$108,000.00
Yacaranday	Bobadilla-Rico	Millersville University	----
Yacaranday	Bobadilla-Rico	Susquehanna University	\$168,000.00
Valerie	Clabaugh	Saint Vincent College	\$102,000.00
Brady	Courville	Messiah University	----
Naomi	Doll	Messiah University	\$4,000.00
Naomi	Doll	Messiah University	\$64,000.00
Naomi	Doll	Ursinus College	----
Joey	Fuhrman	PA College of Technology	----
Jacob	Haugh	Millersville University	----
RyLee	Haugh	Clemson	----
RyLee	Haugh	Auburn University	----
RyLee	Haugh	Penn State	----
RyLee	Haugh	College of Charleston	\$44,000.00

RyLee	Haugh	University of Tennessee	\$24,000.00
Cameron	Herring	Widener University	\$140,000.00
Hannah	Keller	Shippensburg University	----
Cassidy	McNew	Millersville University	----
Lily	Myers	Kutztown University	\$8,000.00
Nataleigh	Roberts	Penn State	----
Benjamin	Weaver	Millersville University	\$12,000.00
Kyla	Anderson	Shippensburg University	----
Kyla	Anderson	Kutztown University	----
Kyla	Anderson	Stevenson University	----
Kyla	Anderson	East Stroudsburg University	----
Kyla	Anderson	Robert Morris University	\$40,000.00
Kyla	Anderson	Millersville University	----
Yacaranday	Bobadilla-Rico	Mount St. Mary's University	----
RyLee	Haugh	University of Maryland	----
Ella	Billman	Villanova University	\$134,000.00
Ella	Billman	Dickinson College	\$153,680.00
Aurora	Contreras Pinera	West Chester University	\$1,500.00
Aurora	Contreras Pinera	Penn State	----
Aurora	Contreras Pinera	Loyola Marymount University	----
Aurora	Contreras Pinera	Santa Clara University	----
Aurora	Contreras Pinera	Fordham University	----
Aurora	Contreras Pinera	Lehigh University	----
Aurora	Contreras Pinera	USC University of Southern California	----
Naomi	Doll	Messiah University	\$20,000.00
Naomi	Doll	Palm Beach Atlantic	\$17,000.00
Kaitlyn	Frey	Rochester Institute of Technology	\$96,000.00
Kaitlyn	Frey	Virginia Tech	----
Kaitlyn	Frey	University of Michigan	----
Kaitlyn	Frey	Bucknell University	\$120,000.00
Stella	Gladson	Lafayette College	----
Stella	Gladson	Dickinson College	----
Stella	Gladson	Bucknell University	----
Stella	Gladson	American University	80,000.00
Londyn	Johnson	Florida Tech	\$100,000.00
Curtis	Smith	Lebanon Valley College	\$128,000.00
Ella	Billman	Lehigh University	\$106,280.00
Londyn	Johnson	Florida Tech	\$80,000.00
Brynn	Lentz	Lock Haven University	\$20,000.00
Brynn	Lentz	King's College	----

Brynn	Lentz	Drexel University	----
Brynn	Lentz	Chatham University	\$100,000.00
Brynn	Lentz	Elizabethtown College	\$76,000.00
Brynn	Lentz	Saint Francis University	\$88,000.00
Brynn	Lentz	Arcadia University	\$112,000.00
Brynn	Lentz	DeSales University	\$84,000.00
Brynn	Lentz	Thomas Jefferson University	\$22,500.00
Scott	Myers	Gettysburg College	\$144,000.00
Andy	Yealy	Pennsylvania College of Technology	----
Logan	Kibler	Central Penn	\$6,500.00
Elizabeth	Moore	Elon University	\$30,000.00
Gavin	Murren	Mount St. Mary's University	\$38,395.00

[To Agenda](#)

Resolution in Support of SB180 and HB180 - School Meals for All
RESOLUTION # 127

WHEREAS, the past few years have highlighted just how much families rely on school meals to keep their children fed; and

WHEREAS, offering universal school meals benefits all students and their parents, teachers, and schools; multiple studies show that students with access to free breakfast have improved attendance rates, better attendance in school, improved participation rates, fewer behavioral incidents, lower suspension rates, and better health outcomes; and

WHEREAS, since Pennsylvania continued providing one free breakfast daily to all students through the 2022 - 2023 school year, Conewago Valley School District has seen an almost 164% increase in breakfasts served daily as compared to pre-pandemic participation rates; and

WHEREAS, universal school meals reduce financial stress and work for students, families, and schools. Parents should not be required to do burdensome paperwork to prove they need free meals, and schools should not be turned into debt collectors when families can't pay; and

WHEREAS, if a family with one child in the school district paid to eat breakfast and lunch every day in Conewago Valley School District, they would be paying \$21.25 a week or \$765.00 a school year. With universal school meals, that money is able to be spent on other essentials or spent in the community, thus helping local businesses thrive; and

WHEREAS, if the state passed and implemented the Pennsylvania Universal School Meals Act and continued to cover the cost of free breakfast and began covering the cost of free lunch, it would provide much-needed financial relief for families, communities, and school districts. In Conewago Valley School District, this would look like more than \$2,902,410.00 that could be returned to the local economy; and

WHEREAS, without legislative action, at the beginning of the 2023-24 school year, once again only students with a family income of 185% of the poverty level or below will qualify for free or reduced school breakfast and lunch. For example, a family of four must be living on \$36,075 or less to be eligible for free school meals. Additionally, because of rising supply chain costs, some schools have been forced to raise meal prices, meaning that families who were paying for meals before will now pay even more; and

WHEREAS, distributing and collecting applications for free and reduced-price meals, certifying students for the proper school meals fee categories based on parental income, verifying a subset of applications to comply with federal requirements, and assigning and reporting each meal served to the correct reimbursement category are complex processes that absorb the time of principals and teachers as well as school food service staff, time that could be better spent on education; and

NOW THEREFORE IT BE RESOLVED that the Conewago Valley School District Board of Education fully supports School Meals for All (SB180 and HB180) so that all kids throughout the state of Pennsylvania can receive the food they need to be successful in school and further work to remove the stigma that has always existed in the school meals program.

MAY IT BE FURTHER RESOLVED that the Conewago Valley School District Board of Education calls upon our fellow elected officials to support these efforts by passing resolutions at the local level, co-sponsoring legislation at the state level, and advocating for kids across the state to access the healthy food they need during the school day.

Adopted this 12th day of June, 2023

Signed,

Ed Groft, School Board President

Lori Duncan, School Board Secretary

[Return to Finance](#)

MEMORANDUM OF UNDERSTANDING
Between Conewago Valley School District
AND Adams County Head Start

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the parties involved to provide effective services for children and families served. This agreement shall be in effect from 2022 through 2025 and will be reviewed annually for necessary updates.

PURPOSE: The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet new requirements of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), requiring local education agencies (LEAS) receiving Title I funds to:

1. Establish channels of communication between school staff and Head Start staff;
2. Receive and transfer children's records, enrollment, parent communication;
3. Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers
4. Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate; and
5. Link LEA educational services with Head Start agency services.

Activity 1: Establish channels of communication between school staff and their counterparts.

Communication will occur annually between the administration of Adams County Head Start and the administration of the Conewago Valley School District and its elementary schools.

Activity 2: Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of the LEA.

The Head Start agency will assure the Head Start programs compile records of children transitioning into the Conewago Valley School District and seek parent consent to transfer these records. Records will be shared with the Conewago Valley School District on or about the 15th day of May. The Conewago Valley School District will receive, file, and utilize files shared with them. The Conewago Valley School District will assure the kindergarten teachers who will be responsible for a transferring child has access to and utilizes the information shared with them from the Head Start agency.

- Adams County Head Start will forward the transitioning students' Developmental Summary, as well as any other pertinent records to the Conewago Valley School District, with parent consent.
- Adams County Head Start's Mental Health and Disabilities Coordinator will forward a list of Head Start students with IEPs, transitioning to the Conewago Valley School District, in January of the transition year.

Activity 3: Conduct and attend meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers, or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children.

The Head Start agency will coordinate an annual meeting with families and receiving school staff to discuss the developmental and other needs of individual children. Kindergarten registration will occur annually and local meetings between school building staff and the respective Head Start program sending students to the Conewago Valley School District.

Activity 4: Joint transition-related training will occur between a designated LEA contact and a designated Head Start contact on an as-needed basis specified by both entities.

The Conewago Valley School District and Head Start program staff will actively participate in Transition Round Table discussions based on the transitional needs of students.

Activity 5: LEA will link the educational services provided by such LEA with the services provided by the Head Start agency.

Ongoing discussions and collaboration will occur annually to assist with student transition.

Signatures indicating agreement:

School District (Center) Representative(s):

Date:

County Head Start (Program) Representative(s):

Date:

[Return to Ways & Means/Curriculum](#)

**Non-Bargaining Unit Personnel
Salary and Wage Statement
Addendum A*
2023-2024**

Support Personnel Wage and Fringe Benefits – Wage Range

- 1. Secretarial Ranges**
 - a. Confidential Superintendent’s Secretary \$22.00 - \$32.00
 - b. Confidential Secretary \$19.00 - \$29.00
 - c. 12 Month Secretary \$15.15 - \$23.71
 - d. 10 Month Secretary \$15.00 - \$21.05

- 2. Maintenance and Custodial Ranges**
 - a. Maintenance Workers \$17.00 - \$29.63
Head Building Custodian
 - b. Grounds \$15.00 - \$26.68
 - c. Custodian \$15.00 - \$24.05
 - d. Student Custodian Minimum Wage
 - e. Substitute Custodian \$14.50

- 3. Aide Ranges**
 - a. Aides with Insurance benefits \$15.00 - \$18.00
 - b. Aides without Insurance benefits \$15.00 - \$19.95
 - c. Substitute Aide \$14.50

- 4. Food Service Ranges**
 - a. Head Cook (Secondary) \$16.50 - \$23.17
 - b. Head Cook (Elementary) \$16.00 - \$21.90
 - c. Assistant Head Cook (school term) \$15.50 - \$21.15
 - d. Cashier (school term) \$15.15 - \$18.08
 - e. Cook (school term) \$15.00 - \$18.08
 - f. Substitute Food Service Worker - school term) \$14.50

- 5. Technology Ranges**
 - a. Technology Specialist \$15.00 - \$35.15

- 6. Nurse Ranges**
 - a. LPN \$22.00-\$30.00

- 7. Salaried Support Staff Ranges**
 - a. Payroll Specialist \$45,000 - \$60,000
 - b. PIMS/Database Administrator \$60,000 - \$75,000
 - c. Network Administrator \$60,000 - \$75,000
 - d. Transportation Coordinator \$40,000 - \$55,000

- 8.** Shift differential over day rate \$.25 per hour second shift
\$.50 per hour third shift

- 9.** 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.

- 10.** 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.

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**Curriculum Cabinet Compensation
2023-2024**

\$3,000/Position		
Art K-12 Jeanne Plotica	Guidance K-12 Abby Reichart	FCS 7-12 Kim Johnston-Smith
H&PE K-12 Chris Long	Media K-12 Joanna Knott	Music 1-12 David Bowman
ELA/Social Studies K-3 CTE Amie Meckley	ELA/Social Studies K-3 NOE Jenna Stiner	Math/Science K-3 CTE Melissa Gantz
Math/Science K-3 NOE Jennifer L. Shearer	ELA 4-6 Jessica Rios	Math 4-6 Amanda Myers
Science 4-6 Erinne Lynch	Social Studies 4-6 Tina Wagner	Special Education 4-6 Kristina Peterman
ELA 7-8 Stephanie Myers	Math 7-8 Brad Heird	Science 7-8 Chris Skimski
Social Studies 7-8 Tony Angelini	Special Education 7-8 Derek Starner	ELA 9-12 Amanda Sipe
Math 9-12 Jason Warner	Science 9-12 Kara Olewiler	Social Studies 9-12 Katie Gingerich
World Language 9-12 Katie Siegel	Applied Technologies 7-12 Shawn Myers	Special Education 9-12 Allison Murren
Business Education 9-12 Patty Bealmear	Data Curriculum Leader K-12 Lynne Miller	

Learning Coach Compensation 23-24

\$2,750/Position	
NOMS	Eva Karkuff
CVIS	Joanna Knott
NOE	Jennifer L. Shearer
CTE	Laura Hartlaub

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2023 – 2024 Substitutes

Substitute Teachers

Joan Adams
Barbara Biles
John Crackett
Dawn Donnelly
Debra Griffis
Morgan Hess
Hunter Jones
David Krebs
Lucinda Layendecker
Ashlyn Miller
Shanon Mummert
Patti Powell
Shelley Rex
Thomas Ryan, III
Kelly Senft
Ashley Small
Rebecca Sneeringer
Nicole Speelman
Rachel Staub
Destiny Stephenson
Cheryl Swope
Nicole Weaver

Gail Anderson
Patricia Cicala
John Dickey
Nathan Edwards
Tammy Hall
Christopher Hull
Sean Kennedy
Richard Kuhns
Christopher Lessel
Samuel Miller
Jacqueline Murren
Lisa Price
Kristin Rickrode
Elisa Safran
Angela Sharrer
Carrie Small
Jennifer Snyder
Bryan Sponseller
Julie Steckbeck
Haley Still
Aubryanna Tayman
Katherine Wesbury

Lauren Baker
John Conrad
Laura Dietrich
Brienne Gebhart
Vince Hall
Justine James
Zachary Kenworthy
Steven Lawrence
Michael Mikesell
Joseph Moore
Richard Myer
Lurene Reier
Deborah Ruiz-Jemison
Jena Sanford
Miranda Shives
Keely Smith
Joshua Snyder
Joseph Staub
Zechariah Stephens
Noah Strausbaugh
Ryan Wallen
Kelly Wetherington

Substitute Nurses

Kimberly Aiello
Jami Himes

Jodi Collins
Kelly Shifflett

Lisa Dubs

Substitute Aides

Hunter Crabbs Makenzie Yingling

Substitute Cafeteria Workers

April Carstetter

Carrie Small

Melaney Stremmel

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