



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

## BOARD OF DIRECTORS' MEETING – AUGUST 9, 2021 A G E N D A

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

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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 business meeting

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



# CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD  
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF DIRECTORS' MEETING – AUGUST 9, 2021

## AGENDA

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### 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:

#### **For 2020-2021:**

**\$6,828,254.22**

Check #10005887 to Check #10006051

Wire #8000000095 to Wire #8000000108

Wire #8000000117 to Wire #8000000121

Wires include credit card transactions

Ach #9000008183 to Ach #9000009011

Ach #9000009322 to Ach #9000009325

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

No Checks

from the Cafeteria Account **\$2,988.73**

Check #50000735 to Check #50000741

and from the Construction Account Bond 2019: **\$700.88**

Check #45000482 to Check #45000483

for a total of **\$6,831,943.83**

#### **For 2021-2022:**

**\$4,403,490.49**

Check #10006052 to Check #10006148

Void Check #10006113

Wire #8000000109 to Wire #8000000116

Wire #8000000122 to Wire #8000000124

Ach #9000009012 to Ach #9000009321

Ach #9000009326 to Ach #9000009948

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

No Checks

from the Cafeteria Account **\$0.00**

and from the Construction Account Bond 2019: **\$3,383.00**

Check #45000484

for a total of **\$4,406,873.49**

2. **(Finance)** Recommend authorization of general obligation note, series 2021 for the purpose of refinancing callable Bond series A of 2013, series 2015, series A of 2015, and series 2016,

#### **ADDITIONAL FINANCE**

N/A

[To Agenda](#)

## WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Emergency Instructional Time Template, Section 520.1 for the 2021-2022 school year.

[Go to Emergency Instructional Timeplate for 2021-2022](#)

2. ***(Ways & Means/Curriculum)*** Recommend approval of the Conewago Valley School District Instruction Plan for the 2021-2022 school year.

[Go to Instructional Plan for 2021-2022](#)

3. ***(Ways & Means/Curriculum)*** Recommend approval for the following changes on the 2021-2022 Academic Calendar. Available at meeting.
  - Graduation date moved from Friday, May 27, 2022 at 7:00 PM to Thursday, May 26, 2022 at 8:00 PM. Graduation rain date is Friday, May 27, 2022 at 8:00 PM.
  - End of the 2nd marking period (1st semester) date moved from Thursday, January 13, 2022 to Friday, January 14, 2022 for grades 4-12.
4. ***(Ways & Means/Curriculum)*** Recommend approval of Julia Naser from Germany as a foreign exchange student for the 2021-2022 school year. (Host parent: Jennifer Coates-Forry)
5. ***(Ways & Means/Curriculum)*** Recommend authorizing Dr. Christopher Bowman to attend the Leading for Learning Academy, sponsored by PASCD, on dates to be determined and completed online, with all expenses to be paid or reimbursed by the District, not to exceed \$400.
6. ***(Ways & Means/Curriculum)*** Recommend authorizing Marcy Rickrode to attend the LIU School Crisis Conference, sponsored by the LIU and WellSpan EAP, on November 3, 2021, from 8:00 am to 3:00 pm, at no cost to the District.
7. ***(Ways & Means/Curriculum)*** Recommend adopting the update of Board Policy #626 (Federal Fiscal Compliance)

[Go to Board Policy #626](#)

8. ***(Ways & Means/Curriculum)*** Recommend approval of the following 2021-2022 Student/Parent Handbooks.

[CVSD Student/Parent Handbook - All Buildings](#)  
[CVOA Student/Parent Handbook - NOHS](#)

9. ***(Ways & Means/Curriculum)*** Recommend approval of the Memorandum of Understanding between the Conewago Valley Education Association and the Conewago Valley School District regarding Flexible Instruction Days.

[Go to Memorandum of Understanding - FID](#)

## **ADDITIONAL WAYS AND MEANS**

10. ***(Ways & Means/Curriculum)*** Recommend authorizing Joshua Lovejoy to attend the LIU School Crisis Conference, sponsored by the LIU and WellSpan EAP, on November 3, 2021, from 8:00 am to 3:00 pm, at no cost to the District.

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## **PERSONNEL**

1. **(Personnel)** Recommend acceptance of the resignation of Erica Lohr-Totis, ESL instructional aide at New Oxford Elementary School, effective June 16, 2021.
2. **(Personnel)** Recommend acceptance of the resignation of Lauren Miller, library aide at New Oxford Elementary School, effective May 28, 2021.
3. **(Personnel)** Recommend acceptance of the resignation of Emily Miller, ESL instructional aide at Conewago Valley Intermediate School, effective May 28, 2021.
4. **(Personnel)** Recommend acceptance of the resignation of Melissa Ludwig, instructional aide at Conewago Valley Intermediate School, effective May 28, 2021.
5. **(Personnel)** Recommend acceptance of the resignation of Lisa Ketron, instructional aide at Conewago Valley Intermediate School, effective May 28, 2021.
6. **(Personnel)** Recommend acceptance of the resignation of Mary Rudisill, food services at New Oxford High School, effective May 28, 2021.
7. **(Personnel)** Recommend acceptance of the resignation of Valerie Dixon, Family and Consumer Science Teacher at New Oxford Middle School, effective June 30, 2021.
8. **(Personnel)** Recommend acceptance of the resignation of Sarah Graft, field hockey assistant coach (MS), effective July 13, 2021.
9. **(Personnel)** Recommend acceptance of the resignation of Matthew Hartman, boys jv soccer assistant coach, effective July 21, 2021.
10. **(Personnel)** Recommend acceptance of rescinding the offer of employment to Cole Walker.
11. **(Personnel)** Recommend approval of the following professional position transfers effective August 17, 2021:
  - Jennifer Haugh from grade 3 teacher at Conewago Township Elementary School to gifted teacher at Conewago Valley Intermediate School.
  - Jennifer Engelhardt from grade 6 teacher at Conewago Valley Intermediate School to Family and Consumer Science teacher at New Oxford Middle School.
12. **(Personnel)** Recommend approval of the following support staff position transfers effective the first day of the 2021-2022 school year:
  - Yajaira Rodriquez from instructional aide at New Oxford Elementary School to ESL instructional aide at New Oxford Elementary School, at the wage established in Addendum A\*(Range 3b).
  - Abbigail Wilkes from food services at Conewago Valley Intermediate School (Category 4e) to library aide at New Oxford Elementary School (Category 3b), at the wage established in Addendum A\* (Range 3b).

13. **(Personnel)** Recommend approval of the following as curriculum leaders in their respective areas with a stipend of \$3,000 each:

Kristina Peterman - Special Education Curriculum Leader - grades 4-6  
Derek Starner - Special Education Curriculum Leader - grades 7-8

14. **(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>
Elizabeth Kreider	Field Hockey Asst. Coach (MS)	\$2,630.00
Rachel Ream	Cheerleading Asst. Coach	\$1,184.00

15. **(Personnel)** Recommend approval of the following approved day-to-day substitutes to their respective buildings for 4 days a week during the 2021-2022 school year:

Debra Griffis - NOHS  
Sean Kennedy - NOMS  
Ryan Wallen - CVIS

16. **(Personnel)** Recommend employment of Amy Walter-Gebhart as a Temporary Professional Employee - Grade 1 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.
17. **(Personnel)** Recommend employment of Camille Horton as a Long-Term Substitute Employee - Spanish Teacher at New Oxford High School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, beginning approximately October 22, 2021 and ending the last day of the 2021-2022 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend employment of Angela Rothenhoefer as an instructional aide at New Oxford Elementary School, (Category 3A) at the wage established in Addendum A\*(Range 3b), effective August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
19. **(Personnel)** Recommend employment of Melissa Mechling as an instructional aide at New Oxford Elementary School, (Category 3A) at the wage established in Addendum A\*(Range 3b), effective August 24, 2021, pending having met all required Federal, State, and local hiring regulations.
20. **(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.

Camille Horton

Sarah Ruffner

21. **(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.

Rebecca Laughman

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

Bullock, Jason A.      Jones, Sarah A.      Miller, Shawn, P.      Reeb, Eric D.  
Robinson, Susan M.

### **ADDITIONAL PERSONNEL**

23. **(Personnel)** Recommend acceptance of the resignation of Whitney Miller, instructional aide at Conewago Township Elementary School, effective May 28, 2021.
24. **(Personnel)** Recommend acceptance of the resignation of Katelynn Lawrence, instructional aide at Conewago Township Elementary School, effective May 28, 2021.
25. **(Personnel)** Recommend acceptance of the resignation of Tracey Nailor, instructional aide at Conewago Township Elementary School, effective May 28, 2021.
26. **(Personnel)** Recommend employment of Andrew Walker as Assistant Principal of Conewago Valley Intermediate School, effective upon release from the previous district or by October 4, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
27. **(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.

Victoria C. Temple

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

Biles, Barbara A.      Hoffman, Shelly R.

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## **PROPERTY & SUPPLIES (USE OF FACILITIES)**

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the NOVA-AAU Volleyball, with Diane Rife as representative, to use the Conewago Valley Intermediate School gymnasium, Saturdays and Sundays from November 6, 2021 through May 15, 2022, from 10:00 am to 6:00 pm on Saturdays, and 12:00 pm to 6:00 pm on Sundays, for NOVA Girls Volleyball Grades 5-12, 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 .
2. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the Adams County Music Educators Association (ACMEA) - County Band Festival, with Tim Rohrbaugh as representative, to use the New Oxford High School Auditorium, music classrooms in the middle school and high school, from February 3, 2022 through February 6, 2022, from 7:00 am to 7:00 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.
3. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the Center for Youth and Community Development, with Samiah Slusser as representative, to use the New Oxford Middle School LGIA, Conewago Valley Intermediate School cafeteria, New Oxford Elementary School gym and cafeteria, Conewago Township Elementary School gym and cafeteria, and outdoor recess areas at each building, from Monday, September 13, 2021 through Thursday, May 19, 2022, from 3:15 pm to 6:00 pm, for the CFYCD Afterschool Programs, 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 Conewago Valley Youth Basketball Association, with Melissa Crabbs as representative, to use the New Oxford Middle School, Conewago Valley Intermediate School, New Oxford Elementary School, and Conewago Township Elementary School gymnasiums, from September 12, 2021 through February 22, 2022, from 5:00 pm to 7:00 pm, for the CVYBBA 2021-2022 Basketball Season, 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.

**NOVA - Rental Charge = \$125.00; Utility Fee = \$400; Custodial charges at \$35 per hour if deemed necessary. Total estimated charges = \$525.00.**

**ACMEA - Utility Fee = \$25; Custodial charges at \$35 per hour; Kitchen help charges at \$35 per hour (minimum of 2 hours); Sound/Lighting/Tech charges at \$35 per hour (minimum of 2 hours). Total estimated charges to be determined based on the hours used in each department.**

**CFYCD - Rental Charge - \$50.00 per building = \$200.00; Utility Fee - \$400.00 per building = \$1,600.00; Custodial charges at \$35 per hour if deemed necessary. Total estimated charges = \$1,800.00.**

**CVYBBA - Utility Fee - \$750.00; Custodial charges at \$35 per hour if deemed necessary. Total estimated charges to be determined based on usage.**



## **ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES**

5. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for the New Oxford Colonials Youth Football, with Randolph Houck as representative, to use the New Oxford High School Stadium on October 16, 2021, from 4:00 pm to 10:00 pm, for the Youth Project football game, 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.

**Youth Football - Lighting Utility charge at \$15 per hour = \$90.00; Custodial charges at \$35 per hour if deemed necessary; Event Manager = \$240.00. Total estimated charges = \$330.00.**

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## **DATES TO REMEMBER**

- **August 17, 2021** **First Teacher In-Service Day**
- **August 18, 2021** **Teacher In-Service Breakfast and Welcome - HS Cafeteria 8:00 AM, Auditorium 8:45 AM**
- **August 24, 2021** **First Student Day**
- **September 13, 2021** **Study Session - District Office - 7:00 PM**
- **September 20, 2021** **New Teacher Reception - HS Cafeteria - 6:00-7:00 PM**
- **September 20, 2021** **Board Meeting – District Office – 7:30 PM**
- **October 4, 2021** **Study Session - District Office - 7:00 PM**
- **October 11, 2021** **Board Meeting – District Office – 7:30 PM**
- **November 1, 2021** **Study Session - District Office - 7:00 PM**
- **November 8, 2021** **Board Meeting – District Office – 7:30 PM**
- **December 6, 2021** **Reorganization Board Meeting-District Office-6:30 PM**

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# CONGRATULATIONS!

Congratulations to New Oxford High School, they have been accepted as one of 50 Pennsylvania National Guard Associations (PNGAS) Guard Friendly High Schools for the 2021-2022 school year!

Congratulations to Elizabeth Miller who received an honorable mention for her story submission in the Hershey History Writing Contest!

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# Emergency Instructional Time Template

## Section 520.1 - 2021-22 School Year

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As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. As occurred for the 2020-21 school year, the Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1 for the 2021-22 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2021-22 school year.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6, 2020, guidance. Such LEAs must provide PDE with the following information specific to the 2021-22 school year:

**1. LEA's Proposed Calendar and Schedule(s) for SY 2021-22**

**a. School Year Calendar**

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/24/21	5/27/22	180

- b. Should a school need to use remote learning at either the student or school level, LEAs should submit a sample weekly schedule reflecting remote learning as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.)

**2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students.**

All of our students K-12 are 1:1 with iPads. We have provided and will continue to provide hotspots and/or internet options information available in our community. We will work individually with families to be certain that all access requirements are met.

**3. The Chief School Administrator and Board President affirm the following:**

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Conewago Valley School District

8/9/21

Signature of Chief School Administrator

Date

8/9/21

Signature of Governing Body President

Date

Date Approved at Board Meeting: 8/9/21

*Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board meeting minutes at which such schedule was approved to to RA-EDContinuityofED@pa.gov.*

*Questions can also be submitted to this email address.*

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## **CONEWAGO VALLEY SCHOOL DISTRICT**

### **2021-2022 Instruction Plan Weekly Schedule**

**K-12** Face-to-face/In-person

**OR**

**K-12** Conewago Valley Online Academy

<b>In-person Instructional Schedule (Synchronous/Asynchronous Remote Learning, if needed, due to COVID-19)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person	All Students In-School/ In-Person

<b>Conewago Valley Online Academy (CVOA) Instructional Schedule (Synchronous/Asynchronous Remote Learning)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning	All Students Remote Learning

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### **Authority**

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.<sup>[1]</sup>

The Board shall review and approve all applications for federal funds submitted by the district.

### **Delegation of Responsibility**

The Board designates the

{ } Superintendent

{ **X** } Federal Programs Coordinator/**Supervisor of Student Services**

{ } building principal

{ } Business Manager

as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator/**Supervisor of Student Services** and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.<sup>[1]</sup>

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

### **Guidelines**

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, **including segregation of duties**, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.



5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

### Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.[2][3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[4]

### Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[5]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[6]

The district shall establish and maintain employee policies **and procedures** on hiring, benefits and leave and outside activities, as approved by the Board. **District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.**[7][8][9][10][11][12][13][14]

### Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[15][16]

The district shall ensure the proper maintenance of federal fiscal records documenting:[16][17][18]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit

timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[20]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.[16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[16]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[21][22][23]

### Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[24]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[16]

### Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[25][26]

### Legal

1. 2 CFR Part 200
2. Pol. 827
3. Pol. 828
4. Pol. 317
5. 2 CFR 200.430
6. Pol. 626.1
7. 24 P.S. 1153
8. Pol. 304
9. Pol. 319
10. Pol. 336
11. Pol. 337
12. Pol. 624
13. Pol. 805
14. Pol. 813
15. 2 CFR 200.333-200.337
16. Pol. 800
17. 34 CFR 75.730-75.732
18. 34 CFR 76.730-76.731
19. 2 CFR 200.336

20. 2 CFR 200.333  
21. Pol. 113.4  
22. Pol. 216  
23. Pol. 324  
24. 2 CFR 200.330-200.331  
25. 2 CFR 200.338  
26. 2 CFR 200.339  
Pol. 610  
Pol. 611  
Pol. 612  
Pol. 613  
Pol. 625

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**Memorandum of Understanding**  
**Conewago Valley Education Association and Conewago Valley School District**

This Memorandum of Understanding is made this 9th day of August, 2021, by and between the Board of School Directors of the Conewago Valley School District (hereinafter referred to as the “District”) and the Conewago Valley Education Association (hereinafter referred to as the “Association”).

**WHEREAS**, the District and the Association are parties to a Collective Bargaining Agreement effective July 1, 2019, to June 30, 2022 (herein “Collective Bargaining Agreement”);

**WHEREAS**, the District has applied for and has been approved by the Pennsylvania Department of Education to offer Flexible Instructional Days (FID) for its students during times when a scheduled student day is canceled.

**WHEREAS**, the District and the Association agree to initiate a FID plan beginning in the 2021-2022 school year.

**NOW, THEREFORE, BE IT RESOLVED** that the parties to the Memorandum of Understanding hereby agree as follows:

The purpose of a FID is to reduce or eliminate the need to cancel a school day of student instruction.

**A. Implementation of Flexible Instruction Days**

1. Staff, students, and parents will receive notification of a FID via Skylert and other media outlets as early as possible - teacher notification will happen before Skylert is sent to families by email from the building principal.
2. Staff will be instructed to be available online via Zoom, school-specific Learning Management Systems (K-6 Google Classroom, SeeSaw; 7-12 Schoology), and/or District email service.
3. Staff will be online for virtual instruction for up to, but no longer than, 2.5 hours. It is the expectation that all professional staff members are available for an additional 2.5 hour of "office hours" on the FID to assist students, respond to emails, and to complete any other clerical duties. Available is defined as staff will be available to respond to student email and questions related to their work during the FID. Zoom may also be offered during office hours to provide small group or individual support. The five (5) total hours will be in lieu of the negotiated 7.5 hour work day (Article VI.D). The five (5) hours will occur within normal school hours. The reduction in instructional hours for staff is to make up time from planning prior to and grading after the FID occurs. Building principals will provide a schedule to all staff for FID prior to the first student day.
4. Students without internet connectivity will be expected to complete work within three (3) school days of the scheduled FID.
5. Material covered on FID will be review and practice that will remain rigorous and curriculum-based; new material will not be introduced given the discrepancies in internet access.
6. During a FID, District buildings will remain open (unless emergency situations and/or inclement weather days dictate otherwise), as administrative, secretarial, maintenance and custodial staff will continue to report, meaning that staff desiring to use District facilities and internet service while on duty and available to students may do so by reporting either to their assigned classroom, building, or to any other District building.

**B. Employee Rights**

1. During the implementation of a FID, employees are granted all current rights with the following modifications:
  - a. The instruction day will be reduced from 7.5 working hours to 5.0 hours, without reduction in compensation; the reduction in instructional hours is to make up for time planning prior to and grading after FID occurs.
  - b. Teachers will not be required, but may elect, to travel to their assigned classroom to provide instruction during a FID, unless it is deemed unsafe by the Superintendent due to emergency situations and/or inclement weather. Teachers may determine, in his/her discretion, to provide instruction from home, from a nearby internet accessible location, or from any District building. Travel going to or coming from work, or other location selected by the teacher is not reimbursable mileage.
  - c. Teachers will be able to call off on a FID, using personal or sick time. Teachers will be required to enter their day into AESOP and contact the building principal via email before the start of the school day informing them they will be off. Teachers will also need to email their class (students) to let them know they are not available and they will prepare and post asynchronous lessons for the day.
  - d. Each called FID will count as one of the 188 scheduled work days (Article VI.B) with no reduction in hours, days, or benefits.
  - e. FID lessons will not be used for teacher observation nor performance evaluations.

**IN WITNESS WHEREOF**, the parties have caused this Memorandum of Understanding to be executed as of the date first above written.

**CONEWAGO VALLEY SCHOOL DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Ed, Groft, President

Attest: \_\_\_\_\_  
Lori Duncan, Secretary

**CONEWAGO VALLEY EDUCATION ASSOCIATION**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

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