



ADAMS COUNTY TECH PREP

1130 Old Harrisburg Rd. Gettysburg, PA 17325
Telephone 717-334-6254, option 8, ext. 4216

December 9, 2019

Karen Molchanow
Executive Director, State Board of Education
Pennsylvania Department of Education
333 Market Street – 1st Floor
Harrisburg, PA 17126

RECEIVED

DEC 11 2019

**PA. STATE BOARD
OF EDUCATION**

Ms. Molchanow:

In the approved attendance area of Adams County, the Bermudian Springs School District, the Conewago Valley School District, the Fairfield Area School District, the Gettysburg Area School District, and the Littlestown Area School District (the Districts) have voted to establish and participate in an area career and technical center. The Districts have also voted to approve Articles of Agreement for the operation of the center.

For some time, the Districts have been participants in a consortium supporting enrollment in and funding of several of the approved career and technical education programs of the Gettysburg Area School District. With the establishment of an area career and technical center, those programs will be reestablished under the career center and deleted from the Gettysburg Area School District Career and Technical Information System (CATS). This will not affect CTE opportunities for Gettysburg students since seats in these programs were already allotted to the Districts based on their ratio of 9-12 population. CTE opportunities will remain the same for all students in all of the Districts

Establishing a CTC in Adams County will allow a Joint Operating Committee to oversee the approved CTE programs on behalf of the Districts. By combining resources and working as a team we will be able to expand our CTE offerings to meet the career objectives of our students and the workforce needs of Adams County.

Enclosed you will find school board meeting minutes of the Districts and the approved Articles of Agreement.

Sincerely,

Shawn Eckenrode
Director of Career and Technical Education

Encl: Bermudian Springs School Board meeting minutes
Conewago Valley School Board meeting minutes
Fairfield Area School Board meeting minutes
Gettysburg Area School Board meeting minutes
Littlestown Area School Board meeting minutes
Articles of Agreement

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

The regular meeting of the Bermudian Springs School Board was called to order at 7:00 p.m. on Tuesday, October 8, 2019 in the Administration Building Conference Room. President Michael S. Wool presided.

The Pledge of Allegiance was recited.

ROLL CALL - Members Present: Ruth E. Griffie, Douglas L. Knight, Matthew P. Nelson, David B. Lockard, David A. Reinecker, Richard L. Sterner, Corey A. Trostle, Michael S. Wool, and Jennifer M. Zerfing

Members Absent: None

Administration: Lisa R. Conrad, Jon L. DeFoe, Jennifer I. Eley, Mark R. Fleming, Jon D. Fox, Shane D. Hotchkiss, Wade D. Hunt, Shannon L. Myers, Justin W. Peart and Todd E. Staub

Others: Brooke Say, Solicitor; Adam Michaels, *The Gettysburg Times*; Shawn Eckenrode, Adams County Tech Prep; Jacob Slagle, Internship for College; Ashley Shafer, Trisha Enrique, Kate Irvin, Adam Gray, Stacia Talkington, Laura Storm and Tori Berwager, Parent

CONSENT AGENDA –

Upon the motion of Corey Trostle, seconded by David Lockard, the following items were approved under the Consent Agenda:

1. Minutes of the Work/Study Session on September 9, 2019
2. Minutes of the Regular Meeting on September 10, 2019
3. Minutes of the Special Meeting on September 25, 2019

Financial Reports

General Fund
Cafeteria Fund
Capital Reserve Fund
Construction Fund
Scholarship Funds

Activity Funds
Budget Transfers

Personnel

The Board accepted the following resignations from Melissa-Ann Pero, High School English Teacher, effective December 6, 2019, unless a suitable replacement is found sooner, Ryan Rupert, High School Agriculture Teacher, effective immediately and Todd Staub, Director of Data/Transportation effective January 10, 2020.

The Board approved the permanent employment of the following support staff employee. Revised terms of employment for the 2018-2019 school year will be prepared to reflect this change.

1. Scott Hafer, District Maintenance/Groundskeeper

The employee has completed the sixty (60) day probation period, was evaluated by their immediate supervisor, and was recommended for permanent employment with the district.

The Board approved to rescind the following extracurricular contract for the 2019-2020 school year:

1. Kimberly Bechtel, Jr. High Head Cheerleading Coach - Winter

The Board approved the following individuals as Athletic Game Help for the remainder of the 2019-2020 school year:

1. Kimberly Bechtel
2. Tianna Jacobs
3. Trudy Livelsberger
4. Jolene Wolf

The Board approved Steve Haley as a Volunteer Swim Coach for the 2019-2020 school year.

Roll call vote: All members present voted Yea. Motion carried.

FINANCIAL REPORTS -

General Fund Part A bills in the amount of \$1,725,941.2 (copy attached) were approved for payment following a motion by Richard Sterner, seconded by David Lockard. Roll call vote: All members present voted Yea. Motion carried.

General Fund Part B bills in the amount of \$293,114.67 (copy attached) were approved for payment following a motion by David Reinecker, seconded by Jennifer Zerfing. Roll call vote: Eight (8) members present voted Yea, one (1) member abstained. Motion carried.

General Fund Part C bills in the amount of \$10,972.73 (copy attached) were approved for payment following a motion by Richard Sterner, seconded by David Lockard. Roll call vote: Eight (8) members present voted Yea, one (1) member abstained. Motion carried.

Cafeteria Fund bills in the amount of \$98,173.42 (copy attached) were approved for payment following a motion by Ruth Griffie, seconded by David Reinecker. Roll call vote: All members present voted Yea. Motion carried.

Construction Fund bills in the amount of \$2,312,123.96 (copy attached) were approved for payment following a motion by Jennifer Zerfing, seconded by David Reinecker. Roll call vote: All members present voted Yea. Motion carried.

REPORTS AND RELATED ACTION

Presentation – Bethany Austin gave a presentation on *Elementary SOAR Ambassadors*

NEW BUSINESS

Personnel - The Administration recommended the following actions:

On a Ruth Griffie, Jennifer Zerfing motion, the Board approved the election and re-appointment of Dr. Jon Fox as Assistant Superintendent effective July 1, 2020 and approval of a 5 year contract memorializing that appointment, retention and terms of employment to begin on that same date. Roll call vote: All members present voted Yea. Motion carried.

On a Corey Trostle, Ruth Griffie motion, the Board approved the transfer of Dr. Wade Hunt, Middle School Principal to the position of Assistant to the Superintendent for Student Services (formerly known as Director of Data/Transportation), replacing Todd Staub who retired. Such transfer shall be subject to the District and Dr. Hunt's approval and execution of a contract that outlines duties and responsibilities. Dr. Hunt will work a 261 day contract, effective January 1, 2020. Roll call vote: All members present voted Yea. Motion carried.

Jennifer Zerfing provided the following comments related to this agenda item. I would like to clarify that I am in favor of this replacement with the clear understanding that the new position will include direct oversight of the guidance departments across the District. I will vote yes, in support of Dr. Hotchkiss' vision that Dr. Hunt's duties will include a significant amount of measurable benefits for the District with respect to our efforts to improve guidance services for our students, including student needs related to social and emotional wellbeing as well as career services.

On a David Lockard, Ruth Griffie motion, the Board approved the transfer of Shannon Myers, Elementary School Principal to Middle School Principal, replacing Dr. Wade Hunt who transferred. Mrs. Myers will remain under the Act 93 agreement, working a 261 day contract, with compensation to be set pursuant to the Act 93 agreement and as otherwise approved by the Board. This transfer will be effective January 1, 2020. Roll call vote: All members present voted Yea. Motion carried.

On a David Reinecker, David Lockard motion, the Board approved the transfer of Jen Eley, Elementary Assistant Principal to Elementary Principal, replacing Shannon Myers who transferred. Mrs. Eley will remain under the Act 93 agreement, working a 261 day contract, receiving an annual salary of \$89,500, that will be prorated for the 2019-2020 school year, effective January 1, 2020. Roll call vote: All members present voted Yea. Motion carried.

On a Corey Trostle, Jennifer Zerfing motion, the Board approved the following extracurricular contracts for the 2019-2020 school year.

- | | | |
|----|---|------------|
| 1. | Kimberly Bechtel, Varsity Head Cheerleading Coach - Winter | |
| | | \$2,100.00 |
| 2. | Olivia Feeser, Jr. High Asst. Girls Soccer Coach | \$2,000.00 |
| 3. | Jalana Firestone, Spring Musical Costume Designer | \$ 890.00 |
| 4. | Trudy Livelsberger, Jr. High Head Cheerleading Coach – Winter | |
| | | \$1,000.00 |

- | | | |
|----|--|------------|
| 5. | Kevin Miller, Spring Musical Set Design & Construction | \$ 570.00 |
| 6. | Donald Spangler, Games Manager – Winter | \$1,600.00 |
| 7. | Jolene Wolf, Varsity Head Cheerleading Coach – Winter | \$1,900.00 |
| 8. | Kristen Zehr, Spring Musical Stage Crew Adviser | \$2,391.48 |

Roll call vote: All members present voted Yea. Motion carried.

Adams County Tech Prep

On a Jennifer Zerfing, David Lockard motion, the Board approved the Adams County Tech Prep agreement. A copy of the agreement is attached to these minutes. Roll call vote: All members present voted Yea. Motion carried.

Adams County Tech Prep Joint Operating Board

On a David Lockard, Corey Trostle motion, the Board approved the appointment of David Reinecker as the District's representative on the Joint Operating Board for the Adams County Tech Prep, also Richard Sterner to be appointed as an alternate representative. Roll call vote: All members present voted Yea. Motion carried.

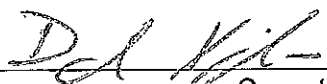
Change Order #11 – Elementary School Secure Vestibule and HVAC Replacement Project

On a Jennifer Zerfing, David Lockard motion, the Board approved authorizing Crabtree, Rohrbaugh and Associates to approve the change order for damaged equipment to Midline Mechanical, LLC in the credit amount of \$13,784.00 for the Elementary School Secure Vestibule and HVAC Replacement Project. Roll call vote: All members present voted Yea. Motion carried.

Portrait of a Graduate

On a David Lockard, Richard Sterner motion, the Board approved the Portrait of a Graduate profile that culminates months of work for teachers, administrators, students and community members. A copy of the portrait is attached to these minutes. Roll call vote: All members present voted Yea. Motion carried.

ADJOURNMENT - The meeting was adjourned by the President at 7:15 p.m.


Secretary

October 14, 2019
Conewago Valley Administration Office

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order in the Board Room of the Conewago Valley Administration Office at 7:40 p.m. Mr. Keith Mummert called the meeting to order. The following members were present: Mr. Ed Groft, Mrs. Linda Buffenmyer, Mr. William Huffman, Mr. Luke Crabill, Mrs. Jenene Conrad, Mr. Michael Buckley, Mr. Jeff Kindschuh and Mr. Eric Flickinger. Also present were Superintendent Dr. Russell Greenholt and Asst. Superintendent Dr. Christopher Rudisill, Principals Dr. Larry Sanders, Dr. Ken Armacost, Dr. Christopher Bowman, Mr. Matt Muller and Ms. Misti Wildasin and solicitor Ms. Leigh Dalton.

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

Mrs. Buffenmyer made a motion, seconded by Mr. Crabill to accept the minutes of the September 9, 2019 Committee of the Whole meeting and the September 16, 2019 Regular meeting of the Board of Directors. By voice vote, the motion was carried.

Mr. Groft congratulated the students and other district personnel whose names appear on the monthly congratulations list.

Mrs. Buffenmyer made a motion, seconded by Mr. Groft to file the Treasurer's Report for audit.

The Treasurer's report showed:

PA School District Liquid Asset Fund

| | | |
|------------------|----------------------|----------------|
| Previous Balance | \$ 5,112,448.93 | |
| Deposits | 20,116,395.53 | |
| Withdrawals | <u>21,217,022.77</u> | |
| Balance 10/1/19 | | \$4,011,821.69 |

PSDLAF Flex CD

| | | |
|------------------|-----------------|-----------------|
| Previous Balance | \$ 5,800,000.00 | |
| Deposits | 17,000,000.00 | |
| Withdrawals | <u>0.00</u> | |
| Balance 10/1/19 | | \$22,800,000.00 |

Capital Projects PLGIT 66-18

| | | |
|------------------|-------------|----------|
| Previous Balance | \$451.40 | |
| Deposit | .78 | |
| Withdrawals | <u>0.00</u> | |
| Balance 10/1/19 | | \$452.18 |

PSDLAF Bond 2017

| | | |
|------------------|----------------|--------|
| Previous Balance | \$2,314.64 | |
| Deposit | 1.80 | |
| Withdrawals | <u>2314.64</u> | |
| Balance 10/1/19 | | \$1.80 |

PSDLAF Bond 2018

| | | |
|------------------|-----------------|--------|
| Previous Balance | \$3,317.42 | |
| Deposit | 2.55 | |
| Withdrawals | <u>3,317.42</u> | |
| Balance 10/1/19 | | \$2.55 |

PSDLAF Bond 2019

| | | |
|------------------|---------------------|----------------|
| Previous Balance | \$4,506,318.88 | |
| Deposit | 14,453.47 | |
| Withdrawals | <u>1,279,067.02</u> | |
| Balance 10/1/19 | | \$3,241,705.33 |

PSDLAF Capital Reserves

| | | |
|------------------|-------------------|----------------|
| Previous Balance | \$1,176,003.63 | |
| Deposits | 1,715.66 | |
| Withdrawals | <u>147,075.82</u> | |
| Balance 10/1/19 | | \$1,030,643.47 |

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

Mrs. Buffenmyer made a motion, seconded by Mr. Huffman 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 Check #10002954 to Check #10003128. Void Checks #10002261, #10002531, #10002739 and #10002932. Pay Wire #98951 to #98965. Purchase Card transactions #22984cc to #23197cc. The total amount of General Funds items paid is \$4,224,040.82. Capital Reserve Fund invoices to include Check #30000131 to #30000132 in the amount of \$95,588.40. Food Services invoices to include Check #50000366 to Check #50000383. Total Food Services fund payments are in the amount of \$74,804.33 and Construction Bond invoices for Bond 2019 to include Check #45000392 to #45000408 in the amount of \$227,564.78 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.

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

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

1. *(Ways & Means/Curriculum)* Recommend authorizing Andrew Miller and Monica Bajaj to attend the CMU CS Academy, sponsored by LIU #12, on October 7 and November 5, 2019 at LIU #12 in New Oxford, PA, at no cost to the District. Substitutes will be paid through Title IV or PA Smartgrant.
2. *(Ways & Means/Curriculum)* Recommend authorizing Anne Martin to attend the PATTAN - Applied Behavior Analysis, sponsored by PDE, on October 15-17, 2019 at PATTAN in Harrisburg, PA, at no cost to the District.
3. *(Ways & Means/Curriculum)* Recommend authorizing Russell Greenholt to attend the Superintendent Symposium, sponsored by LIU #12, from October 30 through November 1, 2019 at the Bedford Springs Resort in Bedford, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$200.
4. *(Ways & Means/Curriculum)* Recommend authorizing Ashley Sprankle to attend the Food Service Directors meetings, sponsored by the South Central Association of Food Service Directors, on select dates in October and December 2019, and February and April, 2020, at various locations in Harrisburg, Hershey, and Lancaster, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$190 for travel.
5. *(Ways & Means/Curriculum)* Recommend authorizing Ashley Sprankle to attend the CAFCO Fall Vendor Show, sponsored by CAFCO, on October 18, 2019 at 9:00 am at the LIU #13 in Lancaster, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$56 for travel.
6. *(Ways & Means/Curriculum)* Recommend authorizing Stephanie Corbin to attend the PATTAN - Productive Approaches to School Discipline using Alternatives to Suspension and Expulsion, sponsored by PDE, on November 21, 2019 at PATTAN in Harrisburg, PA, at no cost to the District.
7. *(Ways & Means/Curriculum)* Recommend authorizing Melissa Gantz to attend the PETE & C, sponsored by PASBO, PAECT, PAIMS, and PDE from February 23-26, 2020 in Pittsburgh, PA, with all necessary expenses to be paid or reimbursed by the District not to exceed \$557 for registration (if not accepted to present) and substitute.

8. *(Ways & Means/Curriculum)* Recommend authorizing Karen Sipe to attend the School Safety Summit, sponsored by Neumann University, on October 22, 2019 at Neumann University in Aston, PA, at no cost to the District.
9. *(Ways & Means/Curriculum)* Recommend authorizing AJ Warner to attend the Pennsylvania HTEC Conference, sponsored by HTEC, on October 14, 2019 at Thaddeus Stevens School of Technology in York, PA, at no cost to the District, except for 1 substitute for 1 day.
10. *(Ways & Means/Curriculum)* Recommend approval to establish and participate in an “area career and technical center”.
11. *(Ways & Means/Curriculum)* Recommend approving the Articles of Agreement for operating the area career and technical center.
12. *(Ways & Means/Curriculum)* Recommend approving Resolution #107 - Photography Services Agreement between Conewago Valley School District and Herring Photography. (available at meeting)
13. *(Ways & Means/Curriculum)* Recommend acceptance of Resolution #108 - Electronic signatures between Conewago Valley School District and the Pennsylvania Department of Education. (available at meeting)

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

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

1. *(Personnel)* Recommend acceptance of the resignation of Wendy Spielman, LSS aide at New Oxford Elementary School, effective September 30, 2019.
2. *(Personnel)* Recommend approval of the following transfers for the 2019-2020 school year:

Bobbi Kreeger from 5th grade LS teacher at CVIS to LS teacher at NOHS, retroactive to August 20, 2019.

3. *(Personnel)* Recommend employment of Kathleen Warner as a part time cafeteria worker at New Oxford High School, (Category 6A) at the wage established in Addendum A*(Range 4f), retroactive to September 17, 2019, pending having met all required Federal, State, and local hiring regulations.
4. *(Personnel)* Recommend approval of paid and unpaid leave of absence for Jessica Felix, such leave to begin on approximately November 20, 2019 through January 6, 2020, 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.

5. *(Personnel)* Recommend approval of the attached list of bus drivers approved by Lincoln Bus Lines, Inc. to transport Conewago Valley students for the 2019-2020 school year.
6. *(Personnel)* Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

| | | |
|---------------------|----------------------|----------------------|
| Banda, Jesus E. | Binder, Meleah G. | Crowl, Tessa M. |
| Foltz, Amber N. | Forney, Chasity L. | Forney, Sandra L. |
| Green, Danielle L. | Green, William J. | Harman, Brandy L. |
| Harman, Travis J. | Hicks, Sable A. | Johnson, Tarashay L. |
| Laughlin, Erin M. | Madrigal, Melissa B. | Medina, Jorge A. |
| Salazar, Yaritza | Swartz, Janice M. | Riley, Jennifer L. |
| Swope Jr., David A. | Wentz, Nicholas A. | |

7. *(Personnel)* Recommend approval of the following extracurricular assignments for the 2019-2020 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA trainings and certifications.

| <u>NAME</u> | <u>POSITION</u> |
|--------------------|------------------------------|
| Nathan Edwards | Boys Basketball Asst. Coach |
| Brandon Horick | Boys Basketball Asst. Coach |
| Derek Starner | BoysBasketball Asst. Coach |
| Mike Englar | Girls Basketball Head Coach |
| Tiffany Jantzen | Girls Basketball Asst. Coach |
| Wayne McIntyre | Girls Basketball Asst. Coach |
| Cathleen Bauerline | Girls Basketball Asst. Coach |
| Brian Martin | Wrestling Head Coach |
| Giuliano Graziosi | Wrestling Asst. Coach |
| Ronald Floess | Wrestling Asst. Coach |
| Shaun Wagner | Wrestling Asst. Coach |
| Tasha Ann Christie | Swimming Head Coach |
| Zachary Miller | Swimming Asst. Coach |

8. *(Personnel)* Recommend acceptance of the resignation of Barbara Burgess, instructional aide at Conewago Township Elementary, effective October 18, 2019.
9. *(Personnel)* Recommend acceptance of the resignation for purposes of retirement of Janet Trimmer, Director of Special Education, effective January 3, 2020.
10. *(Personnel)* Recommend approval of the following extracurricular assignments for the 2019-2020 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA trainings and certifications.

NAME

POSITION

Bianka Melendez Field Hockey Asst. Coach (66%)

11. *(Personnel)* Recommend approval of the following day-to-day substitute teachers for the 2019-2020 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Brecca Faust Michael Ingalsbe

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

| | | |
|----------------------|---------------------------|--------------------------|
| Berlan, Haven M. | Byrd, Tasha M. | Garrett, Jessica P. |
| Haney, Lenora J. | Hinton, Amanda M. | Holmberg, Christopher J. |
| Kohlhepp, Rebecca L. | Kress-Neiderer, Ashley D. | Leppo, Gina M. |
| Leppo Jr., Tyrone E. | McMillen, Christopher M. | Mundorff, Elizabeth L. |
| Palla, Elizabeth A. | Poist, Leeanne R. | Rex, Shelley R. |
| Shank, Elisabeth D. | Shue, Bonnie L. | Warner, Jacqueline A. |
| Waters, Jessica A. | Weaver, Abby E. | |

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

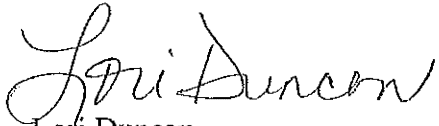
Mr. Crabill made a motion, seconded by Mr. Huffman to:

1. *(Property & Supplies/ Use of Facilities)* Recommend approval for CVIS Mini-Thon with Jamie McMaster as representative, to use to use the Conewago Valley Intermediate School gymnasium, auxiliary gymnasium, cafeteria, and kitchen on February 7, 2020 from 5:00 pm to 8:00 pm for the CVIS Mini-THON Spaghetti Dinner, 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 VIBE Performing Arts with Jeff Erdman as representative, to use the auditorium, and 3 classrooms in the New Oxford High/Middle Schools, and outside parking lots from approximately 9:00 am to 10:00 pm on June 12, 13, and 14, 2020 for the VIBE Annual Dance Recital, 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: Mr. Groft-aye; Mrs. Buffenmyer-aye; Mr. Buckley-aye; Mr. Huffman-aye; Mrs. Conrad-aye; Mr. Crabill-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye and Mr. Mummert-aye. Motion was carried.

By common consent and action, Mr. Mummert adjourned the meeting at 8:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Duncan". The signature is written in black ink and is positioned above the printed name and title.

Lori Duncan
Secretary

**Listing of Approved Bus Drivers for the 2019-2020 school year
for Conewago Valley School District**

| First Name | Last Name |
|------------|-----------|
| Juan | Amador |
| Heather | Andrews |
| Lori Jo | Baker |
| Robert | Baker |
| Angela | Bastida |
| Florence | Beall |
| Susan | Becker |
| Mary Jo | Beller |
| Bobbi | Bican |
| Alison | Bigham |
| Diane | Bixler |
| William | Bond |
| Angie | Boyers |
| Anjanette | Brouse |
| Teresa | Brown |
| Rodney | Burdette |
| Teresa | Bush |
| Holly | Carbaugh |
| Melissa | Clabaugh |
| Mike | Contreras |
| Julie | Coxen |
| Linda | Crider |
| Jan | Crystal |
| Judith | Dell |
| Shane | Diehl |
| Karen | Drago |
| Joel | Duncan |
| Michelle | Duncan |
| Phyllis | Duncan |
| Cynthia | Eiswert |
| Ned | Ensminger |
| Trinida | Flanagan |
| Thomas | Frederick |
| Crystal | Garcia |
| Kelly | Garcia |
| Lisa | Glass |
| Nancy | Goshorn |
| Sandra | Gouker |
| Donna | Groft |

| First Name | Last Name |
|------------|--------------|
| Teresa | Hale |
| Barbara | Harford |
| Gregory | Harmon |
| Juwan | Harris |
| Theresa | Head |
| Sheila | Hoffman |
| Wilda | Holyfield |
| Lena | Hubleby |
| Christina | Hueq |
| Harl | Hughes |
| Monica | Hughes |
| Betty Lou | Hunt |
| Robert | Kahler |
| Jennifer | Katzenberger |
| Sally | Keavney |
| Andrew | Kempest |
| Lindsae | Kimmev |
| Lacey | Lawyer |
| Daryl | Lemley |
| Dean | Leppo |
| Tonya | Leu |
| Eugene | Lingle |
| David | Little |
| Ruth | Malone |
| Tammy | Manifold |
| Sandra | Martin |
| Danielle | McMahan |
| Vicki | Miller |
| Amelia | Miller |
| Justin | Mong |
| Philip | Moore |
| Christine | Morinelli |
| Elaine | Moul |
| Robert | Myers |
| Glenda | Neiderer |
| Tonia | O'Donnell |
| Katherine | Peters |

| First Name | Last Name |
|------------|-------------|
| Dorothy | Ray |
| Stacy | Ray |
| Dwight | Resh |
| Chelsea | Ross |
| Brittany | Ryder |
| Josevania | Santos |
| Teresa | Scannell |
| David | Scannell |
| Amanda | Shaffer |
| Kimberly | Shaffer |
| Coni | Shrader |
| Kenneth | Simmons |
| Linda | Smith |
| Catherine | Sokal |
| Brandy | Spangler |
| Deborah | Stallings |
| Erika | Staub |
| Cathy | Staub |
| Melissa | Staub |
| Jeffrey | Stone |
| Jaclyn | Stough |
| Ericka | Strausbaugh |
| Tammy | Strausbaugh |
| Margaret | Talley |
| John | Vaugh |
| Tina | Vazquez |
| Donna | Wade |
| Bessie | Waggoner |
| Anthony | Ward |
| Donald | Wildasin |
| Jo | Wildasin |
| Michele | Willis |
| Larry | Wolf |
| Harold | Wood |
| Karen | Wood |
| Jacob | Zehner |
| Brenda | Zimmerman |

The Fairfield Area School Board met on Monday evening, October 14, 2019 at 7:07 p.m. in the district boardroom for a regular meeting. The following members were in attendance: Mrs. Van Metre, Presiding; Mrs. Myers, Mrs. Holz, Mr. Strahler, Mr. Shutt, and Mr. Murray. Mrs. Bequette, Mr. Laird and Mr. Whitcomb were absent. Also present were Mr. Michael Adamek, Superintendent; Mr. Dan Watkins, Special Education Supervisor; Mr. Nathan Makar, Coordinator of Computer Services and Technology; Mr. Howie Kessel, Buildings and Grounds Director; Ms. Crystal Heller, Athletic Director; Mr. Brian McDowell, High School Principal; Mrs. Patti Weber, Middle School Principal, Mrs. Barb Richwine, Elementary School Principal; and Mr. Colby Redding, Student Representative. The board met during an Executive Session prior to this board meeting for legal and personnel matters.

Minutes

On a motion made by Mr. Shutt and seconded by Mr. Strahler, the minutes of the September 23, 2019 meeting were unanimously approved.

Presentations

- A. Pennsylvania College Advising Corp – Career Counselor Program
Presentation - Ms. Emily Krall and Ms. Emily Whitcomb

The PA College Advising Corp is part of the National College Advising Corp and was founded about 15 years ago. It is a partnership among Franklin & Marshall College, Dickinson College, Gettysburg College and Millersville University. This organization recruits recent college graduates to serve as college counselors for a two-year period. Currently they have 35 college advisors serving in PA and NJ. College advisors work alongside the school counselors and are intensively trained on the college application, financial aid, and career exploration processes. They work with students in grades 9-12 toward post-secondary education; this includes trade schools and the military. The advisor receives a salary and benefits and are eligible for a Pell grant. The cost for the District would be \$26,500 unless sharing with another District in the area.

Mr. McDowell, HS Principal, stated that the PA Youth Survey (grades 6 & 8 and 10 & 12) will take place on Tuesday and will be conducted by an outside, third-party organization. Also the SAT's will take place on Wednesday in the high school.

Mrs. Weber, MS Principal, announced "Fairfield's Got Talent" will happen on Thursday at 6:30 p.m. and during an assembly on Thursday at 1:30 p.m. Sixth grade camp takes place next week, October 23rd-25th. First quarter ends November 4th and discussions have been held about releasing progress reports and report cards online rather than printing by the offices and unfortunately our student information system does not allow releasing this information online.

Mrs. Richwine, Elementary Principal, announced that the Title I Meeting scheduled for Tuesday evening is postponed until early November. The PTO is having a holiday fundraiser, chocolates, wrapping paper etc. And on Wednesday at 11 a.m., the 3rd and 4th graders will have a weather presentation by Dan Tomaso – ABC27. We have had the weather bug program at the elementary for the last 16 years.

Mr. Watkins, Special Education Supervisor, announced the Quiz bowl team is 1-0. Tonight he is waiting for the approval of our final two special education support staff aides and then the Special Education Department will be fully staffed. May 20, 2020 is the junior class transition day at HACC. Mr. Watkins is going to start a monthly parent information night to be accessible and to educate so the parents feel they have a say in special education. We are going to start in November on a board meeting night around 5:30 p.m. Mr. Watkins also mentioned that the Special Education Department will probably be monitored by the State next year for an educational review. They look at a child's IEP for a 3-year period to see if growth is taking place.

Ms. Heller, Athletic Director, mentioned she wasn't at the last board meeting due to supervising golf. She gave the most up-to-date information on all the fall sports teams and their power rankings. Also she stated when the last game for each sport is and if it was Senior Night. Ms. Heller gave a "shout out" to Mr. Kessel and his crew for a great job maintaining the field. And Mrs. Myers also thanked Crystal for cleaning up the bleachers after the games in the stadium.

Mr. Kessel, Building & Grounds Director, continues to update the board on the building project. He stated that it is 95% complete in the elementary school, except for the ceiling mounted cabinet heaters. The boilers were started last week in the HS/MS building. Mrs. Myers

asked if the gyms could be used next summer due to the project in the high school and middle school and Mr. Kessel replied the gyms were finished except for the floors.

Mr. Adamek, Superintendent, spoke about making progress in interviewing for the building and grounds position and hopes to have a recommendation at the next board meeting. He also mentioned that we have been interviewing for the business manager and will continue. Mr. Adamek distributed information on advertising and cost and explained in detail the options and avenues we use when advertising both in newspapers and online. He also mentioned our Comprehensive Plan, done every six years, is about mid-way through. During this time it is reviewed and surveys are sent out for gathering information for discussions. We have until October 2020 to make any revisions to the plan. The induction plan and the professional development plan are all part of the Comprehensive Plan. Mr. Adamek will invite the board members to be on the survey committees for the Comprehensive Plan.

Mr. Weaver, Safety Coordinator, spoke about the "table top" training that took place recently. He believes it was a success and a positive activity where we were able to get immediate feedback. He mentioned Act 44 requires 3 hours every 5 years for training and we have already fulfilled these hours, however, we will continue at our own pace and do trainings that are beneficial for all District employees. He mentioned that during the safety committee meeting last week two items were discussed in length. One was the safety assessment that was created for the District in 2018 which we reviewed and at this time most of the red line items were fixed. The group also discussed naming two roads on campus and came up with names. If we move forward, with the plan, they would like the student body to vote on which one they like the best. Mr. Weaver will submit all needed paperwork and information to the township.

Student representative Colby Redding said Spirit Week went well and attendance at the homecoming game as well as the dance was attended by half the student body. Colby also announced that Mathew Hummel was the homecoming king and Gabrielle Brunner-King was the homecoming queen; both good representatives for our school.

Public Comment

Consent Agenda

The Consent Agenda was approved as presented, Items A-K, on a motion made by Mrs. Myers and seconded by Mr. Shutt. A roll call vote was taken with Mr. Murray, Mrs. Van Metre, Mr. Strahler, Mrs. Myers, Mr. Shutt, and Mrs. Holz casting assenting votes.

- A. Approved a request from Ms. Haley Bolin for an Independent Study Contract during the second semester of the 2019-2020 school year for Culinary Arts Tech.
- B. Approved a Field Trip Request from Mrs. Jennifer Fleener and FFA students to travel to Indianapolis, IN, for the National FFA Convention 10/28/19 -11/1/19.
- C. Approved the following individuals as members of the 2019-2020 Occupational Advisory Board.

Ms. Jennifer Fleener
Mr. Brian McDowell
Mr. Michael Adamek
Ms. Darlene Resh
Ms. Michelle Miller
Mr. David Benner
Mr. Robert Stanley

Budget

- D. Approved the addition of the following individuals to the bus / van driver list for the 2019-2020 school year. The contractor is noted.

Cathy Austin – School Express, Inc.
Nancy Brooks – School Express, Inc.
Samuel Pope – School Express, Inc.
Fred Morela – School Express, Inc.
Lauren Perdue – Jacoby Transportation
Alicia Gipson – Jacoby Transportation
Christine Daron – Jacoby Transportation
Beverly Sigouin – Jacoby Transportation
Stephanie Wade – Jacoby Transportation

Personnel

- E. Approved the employment of Ms. Jennifer McMullen as a temporary part-time elementary personal care assistant (PCA) for the 2019-2020 school year with salary and benefits per the Support Staff Policy.

- F. Approved the employment of Ms. Cheryl Richardson as a temporary part-time high school special education aide for the 2019-2020 school year with salary and benefits per the Support Staff Policy.
- G. Approved the employment of Ms. Lisa Barnes as a full-time second shift custodian for the 2019-2020 school year with salary and benefits per the Support Staff Policy.
- H. Approved the removal of the following individuals from the Support Staff Substitute List K-12.

Ms. Cheryl Richardson
Ms. Georgie Cool
Ms. Junko Fluke

- I. Accepted resignations from the following coaches / advisors effective immediately and granted permission for the administration to advertise and recommend for hire these vacant positions for the 2019-2020 school year.

Mr. Phomma Phanhthy
HS Head Girls' Basketball Coach
HS Head Boys' Track Coach

Mr. Josh Walter
HS Ass't Baseball Coach

Ms. Marcia Roan
HS Head Girls' Track Coach

- J. Approved the addition of Ms. Karin Young, RN, and Ms. Sandra Pryor, RN to the support staff substitute list and professional staff list for the 2019-2020 school year.
- K. Granted permission for the administration to advertise and recommend for hire an elementary teacher for the 2019-2020 school year due to Mrs. Tuckey's transfer.

VIII. Other Action Items:

- A. Adams Technical Institute –

Item A, (Motion 1) was approved as presented on a motion made by Mrs. Myers and seconded by Mr. Shutt. A roll call vote was taken with Mr. Murray, Mrs. Van Metre, Mr. Strahler, Mrs. Myers, Mr. Shutt, and Mrs. Holz casting assenting votes.

Motion 1: Approved establishing and participation in the Adams County Career and Technical Center.

Item A, (Motion 2) was approved as presented on a motion made by Mr. Shutt and seconded by Mrs. Myers. A roll call vote was taken with Mr. Murray, Mrs. Van Metre, Mr. Strahler, Mrs. Myers, Mr. Shutt, and Mrs. Holz casting assenting votes.

Motion 2: Approved the Articles of Agreement for Establishment and Operation of the Adams Technical Institute.

On a motion made by Mrs. Myers and seconded by Mr. Shutt, Mrs. Van Metre was nominated to sit on the Joint Operating Committee of the Adams Technical Institute and accepted the nomination. A roll call vote was taken with Mr. Murray, Mrs. Van Metre, Mr. Strahler, Mrs. Myers, Mr. Shutt, and Mrs. Holz casting assenting votes.

Motion 3: Appointed Mrs. Marcy Van Metre to sit on the Joint Operating Committee of the Adams Technical Institute.

On a motion made by Mrs. Van Metre and seconded by Mr. Shutt, Mr. Murray was nominated to sit on the Joint Operating Committee of the Adams Technical Institute as an alternate and accepted the nomination. A roll call vote was taken with Mr. Murray, Mrs. Van Metre, Mr. Strahler, Mrs. Myers, Mr. Shutt, and Mrs. Holz casting assenting votes.

Motion 4: Appointed Mr. Greg Murray as an alternate on the Joint Operating Committee of the Adams Technical Institute.

IX. Other Discussion Items:
(No action to be taken)

A. Transfers –

Mrs. Sharon Tuckey requested a voluntary transfer from Elementary 4th grade to Elementary Library.

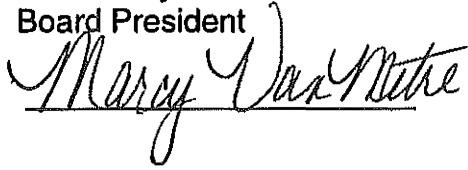
October 14, 2019
Page 4570

Adjournment

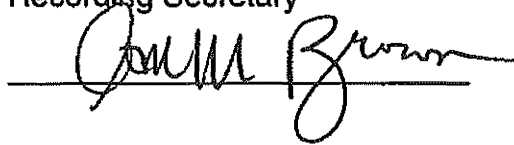
On a motion made by Mrs. Myers and seconded by Mr. Shutt, the meeting unanimously adjourned at 8:07 p.m.

Respectfully Submitted:

Mrs. Marcy Van Metre
Board President

Handwritten signature of Marcy Van Metre in cursive script, written over a horizontal line.

Ms. Ann M. Brown
Recording Secretary

Handwritten signature of Ann M. Brown in cursive script, written over a horizontal line.

Board of School Directors' Meeting (Monday, October 7, 2019)
Generated by Jane Collins on Monday, October 7, 2019

1. CALL TO ORDER

Procedural: 1.1 Opening Statement

The Gettysburg Area Board of School Directors' regular semi-monthly action meeting was called to order at 7:00 p.m. in the Board Room at the Administration Building by Carlos Wampler, President. Mr. Wampler welcomed guests and administrators.

2. ROLL CALL

MEMBERS PRESENT: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

OTHERS PRESENT: Superintendent, Dr. Perrin; Assistant Superintendent, Dr. Lay; Business Manager/Board Secretary, Mr. Hunt; Assistant Business Manager/Director of Operations/Assistant Board Secretary, Mr. Fortnum; Board Recording Secretary, Mrs. Collins; Solicitor, Mr. McQuaide; Administrators, Mr. Robinson, Mr. Eckenrode, Dr. McFarland, Mr. Stachelek and Mrs. McConaghy; Other Personnel: Dave Nett; the Press: Alex Hayes; and Guests: Ginette Prendergast, Jose Perez-Zetune and Chris Barlett

3. PLEDGE OF ALLEGIANCE

4. ACCEPTANCE OF MINUTES

Minutes: 4.1 September 3, 2019

Minutes: 4.2 September 16, 2019

Mr. Wampler presented the minutes of the September 3, 2019 Regular Board Meeting and the minutes of the September 16, 2019 Regular Board Meeting for approval.

Ms. Pratt moved and Mr. Hershey seconded the motion to approve the minutes.

The motion was approved unanimously.

5. NOTICES AND COMMUNICATIONS

6. CITIZENS' PARTICIPATION

7. BOARD COMMITTEE REPORTS

Dr. Moyer noted that the board operation policies will be on the agenda for final approval on October 21st. He noted that the next Policy Committee meeting will be held on October 8th at 4:00 p.m.

Dr. Soliday reported that the Finance and Facilities Committee met on September 19th. Discussion was held on the dates for the budget calendar and the 5-year capital plan. Dr. Soliday noted that the next meeting will be held on the 3rd Thursday of October.

8. BUILDING/PROGRAM INFORMATION

Dr. Lay noted that on October 4th the early dismissal was used for child abuse training for professional employees. Dr. Lay noted that she and several reading teachers met with a reporter from the Seattle Times to discuss best practices in reading. She will share the article when she receives it.

Dr. Perrin congratulated everyone for the homecoming activities. Dr. Perrin thanked the community for their support of the early dismissal on October 4th. Dr. Perrin noted that the Leadership Academy will be starting at the end of the month with 9 participants. Dr. Perrin reported that the information from the last meeting will be voted on concerning the Tech Prep Consortium and the Articles of Agreement. The other districts will be voting at their next meetings and it will become final. Dr. Perrin discussed the research project which Dr. Barlett from Gettysburg College would like to conduct. His request complies with board policy.

9. PERSONNEL

Action: 9.1 Employment - Substitute Principal

Recommended Action: That the Board discuss and take action on a request to employ Cathy A. Harner to provide substitute services as James Gettys Elementary Principal, when needed, beginning October 7, 2019. Ms. Harner will be compensated \$50.00 per hour for the additional duties.

Action: 9.2 Employment - Classified Staff

Recommended Action: That the Board discuss and take action on a request to employ the following personnel, pending receipt of all necessary and required paperwork.

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Salary Schedule Placement</u> | <u>Probationary Rate</u> | <u>Regular Rate</u> | <u>Hours</u> | <u>Replaces</u> | <u>Start Date</u> |
|---------------------|----------------------|-----------------|----------------------------------|--------------------------|---------------------|--------------|-----------------|-------------------|
| Leslie G. Shoemaker | Food Service Handler | Lincoln | Level A, Step 2 | \$9.98 | \$10.29 | 3 | Emilee Davis | 10/15/19 |

Dr. Soliday moved and Ms. Broadway seconded the motion to approve agenda items 9.1 and 9.2 with one vote.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

Information: 9.3 INFORMATION ITEM - EMPLOYMENT DATE

Neil A. Groft, Mathematics Teacher, will begin employment on October 7, 2019. He was approved for employment on August 19, 2019.

10. CURRICULUM and PROGRAMS

Action: 10.1 Approval - Adams Technical Institute Consortium

Recommended Action: That the Board discuss and take action on a request to approve the participation in the Adams Technical Institute Consortium.

Action: 10.2 Approval - Articles of Agreement

Recommended Action: That the Board discuss and take action on a request to approve the Articles of Agreement for establishment and operation of the Adams Technical Institute.

Mr. Henderson moved and Dr. Soliday seconded the motion to approve agenda items 10.1 and 10.2 with one vote.

Mr. Eckenrode explained the transition process noting that there will be no overlapping in courses. Discussion was held on the EMS program held at Fairfield Area School District. It was noted that this is not a course approved by the state because there are not enough hours. Mr. Eckenrode explained that for the next couple of years existing facilities will be used. Mr. Eckenrode discussed the business partners involved in the Occupational Advisory Committee which is about 200. They meet twice a year to give advice on safety, curriculum and supplies.

Dr. Soliday thanked the members who have helped to bring this committee together.

Mr. Wampler noted that the new entity will have a board and that they would like 2 representatives from each district attending the meetings. Each district will have one vote. The first board meeting will be held on November 20th.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

Information: 10.3 INFORMATION ITEM - CYBERBULLYING STUDY

Information is enclosed on a proposed study by Dr. Christopher P. Barlett on Cyberbullying.

Dr. Barlett explained his study noting that he would be polling 3rd and 4th graders concerning cyberbullying. He will track answers and this would be a 2 year study. Discussion was held on other studies conducted, retention of data, how the information will be communicated and whether the study will be published. There was discussion as to whether this study will give students new ideas on bullying. There was discussion on parent and school support. Dr. Perrin noted that he had discussed the study with the elementary principals, and they were all in support of the study.

Mr. Hassinger moved and Dr. Moyer seconded a motion to make Information Item 10.3 an action item.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

Ms. Pratt moved and Dr. Soliday seconded a motion to vote to approve the study requested in Agenda Item 10.3.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

11. COMMUNICATIONS

12. POLICY

Action: 12.1 Approval - Overseas Trip

Recommended Action: That the Board discuss and take action on a request to approve a trip for Gettysburg Area High School's Spanish Classes and Spanish Club to Peru on March 27-April 2, 2021, pursuant to Policy #121. There will be three student school days missed.

Ms. Broadway moved and Mr. Hassinger seconded the motion to approve this request.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

13. ATHLETICS

14. SUPPLEMENTALS

Action: 14.1 Approval - Employment

Recommended Action: That the Board discuss and take action on a request to employ personnel for supplemental positions for the 2019-2020 school year, pending receipt of all necessary and required paperwork.

| <u>Name</u> | <u>Assignment</u> | <u>Salary</u> |
|------------------|---|---------------|
| Constance Tarbox | Dramatics Co-Director - Fall Production | \$1,324.00 |
| Lance Windish | Dramatics Co-Director - Fall Production | \$1,324.00 |

Mr. Henderson moved and Dr. Soliday seconded the motion to approve this request.

Ms. Pratt thanked Mr. Sautter, Director of the plays for the last five years, for the wonderful job he did.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

15. TRANSPORTATION

16. FACILITIES

17. BUSINESS/FINANCE

Action: 17.1 Approval - Replacement of District Copiers

Recommended Action: That the Board discuss and take action on a request to approve the replacement of district copiers, pursuant to an RFP process and Co-Stars bids, and to approve the proposal of Doceo to provide maintenance services for district copiers and printers for a minimum of five years. This recommendation has been reviewed by the Finance and Facilities Committee at its meeting on September 19, 2019. The purchase cost of copiers and related software is \$117,229.33, subject to minor configuration adjustments. This reflects a discount below normal Co-Stars pricing of 51.7%. Funding is from the Capital Projects Fund account that has been set aside for this purpose. Please see memo and worksheet attached, which provide additional details.

Action: 17.2 Approval - Truck Purchase

Recommended Action: That the Board discuss and take action on a request to approve the purchase of a 2019 Ford F-550 dump truck, including plow and salt-spreader from new Holland Auto Group, under a state-wide CoStars contract 025-117 Municipal Work Vehicles, for \$69,251.24 to replace the current 20+ year old dump truck #28 due to repeated major mechanical failure. Funding is from the Capital Project Fleet funds. The Finance and Facilities Committee has reviewed and supports this request.

Action: 17.3 Approval - HVAC Study

Recommended Action: That the Board discuss and take action on a request to approve Barton Associates, Inc. to do a study of the Administration Building's current HVAC system and provide chiller replacement options in the amount of \$4,500.00 given repeated major mechanical failure of the current HVAC chiller unit. Funding is from the Capital Project Mechanical/Electrical/Plumbing funds. A request for Barton to design and facilitate the selected option provided in the study would follow in the near future. The Finance and Facilities Committee has reviewed and supports this request.

Dr. Soliday moved and Ms. Pratt seconded the motion to approve agenda items 17.1 through 17.3 with one vote.

Mr. Hassinger thanked the committee that worked on the copier replacement and Mr. Hershey noted the savings on the replacement.

A roll call vote was taken:

VOTING AYE: Ms. Broadway, Mr. Hassinger, Mr. Henderson, Mr. Hershey, Dr. Moyer, Ms. Pratt, Dr. Soliday, Mr. Williams and Mr. Wampler

18. FINANCIAL REPORT

19. INFORMATION ITEMS

Information: 19.1 INFORMATION ITEM - ENROLLMENT

The student enrollment for October, 2019 is attached.

20. CALENDAR OF BOARD EVENTS

Information: 20.1 Dates

| | |
|---------------------------|---|
| Monday, October 21, 2019 | Board Meeting, Administration Boardroom, 7:00 p.m. |
| Monday, November 4, 2019 | Board Meeting, Administration Boardroom, 7:00 p.m. |
| Monday, November 18, 2019 | Board Meeting, Administration Boardroom, 7:00 p.m. |
| Tuesday, December 3, 2019 | Board Reorganization Meeting, Administration Boardroom, 7:00 p.m. |
| Tuesday, December 3, 2019 | Board Meeting, Administration Boardroom, 7:00 p.m. |

21. ADJOURNMENT

Mr. Hershey noted that he would be interested in serving on the tech board.

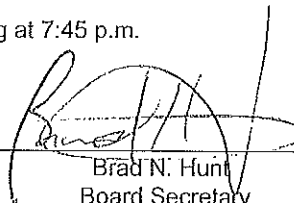
Mr. Wampler noted that the next board meeting will be held on October 21st.

Mr. Wampler noted that an Executive Session will be held following the regular meeting regarding negotiations and personnel.

Being no further business to discuss, Mr. Wampler adjourned the meeting at 7:45 p.m.



Carlos Wampler
Board President



Brad N. Hunt
Board Secretary

Board Minutes

Regular Board Meeting Minutes
Littlestown Area School District
September 16, 2019
7:00 p.m.

MEETING CALLED TO ORDER

The Littlestown Area School District Board of Education met in a regular session on Monday, September 16, 2019, at 7:00 p.m. in the Board Room in the right wing of Alloway Creek Elementary School, 162 Newark Street, Littlestown, PA 17340. Meeting was called to order by Mrs. Dolores E. Nester, Board President.

ROLL CALL

On roll call the following directors were in attendance: Mrs. Dolores Nester, Mrs. Lauren Nace, Mr. Robert Hahn, Mr. Brian Lawyer, Mr. Jim Witt, Mr. Carl Thompson, and Mrs. Jennifer McClay, and Mrs. Melinda Jones. Absent: Mr. Randy Mosebrook

ATTENDANCE

Others present were: Dr. Carolyn Fiascki, Director of Pupil Services; Ms. Beverly Lang, Board Secretary; Mr. Michael Statler, Business Manager; Dr. Lori Stollar, Director of Curriculum & Innovation; Dr. Eric Naylor, Director of Educational Services; Dr. Matthew Meakin, Secondary Principal; Mr. Chip Fissel, Elementary Principal; Mr. Victor Trone, Facilities Manager; Mr. Daniel Altland, Solicitor; Mrs. Beth Becker, Director of Thunderbolt Foundation; Carleen Russell, Teacher; and Andrea Grabenstein, Gettysburg Times Reporter.

STUDENT REPRESENTATIVE REPORT

Nick Lovell reported news for the High School:

Academic News:

- The 2019-2020 school year is off to a great start, and has been one of the smoothest transitions for both students and staff.

Sports/Athletics:

- The first games were played in the Stadium and was kicked off with Field Hockey winning the first ever actual game on 8/30 vs Spring Grove 1-0.
- Girls Soccer got their first win in the Stadium on 9/5 vs York Catholic 6-1
- and Football got their first win in the Stadium also vs York Catholic this past Friday 9/13 with a score of 20-6.
- After interviewing several athletes about their thoughts on the new stadium, students love it! Students believe that it is not only a big all-around upgrade but it will bring more people out to support our athletes. The high school student-athletes can't wait to make new history on the new field.

Extra-curricular Updates:

- The Homecoming dance will be on October 5th. This years theme is "Diamonds are Forever."
- FBLA will be attending the Regional Leadership Workshop on October 15th. This is a great opportunity to network with other chapters in our region.
- Student Council has begun setting goals and plans of work for this school year. Along with setting goals based on members' input, we have also reached out and surveyed the students to see what they want from their representatives.

BOARD ACKNOWLEDGEMENTS

Mrs. McClay recognized the girls soccer team is 6 – 1

Mr. Thompson recognized Jeff Laux for his long days and evenings spent working at events.

Mrs. McClay recognized Bev Lang for her excellent job coordinating and compiling the policies that need updated.

PUBLIC PARTICIPATION

None

BOARD MINUTES

1. Mr. Hahn made a motion, seconded by Mr. Thompson to approve the Finance Committee Meeting Minutes of August 19, 2019. Approval was unanimous.
2. Mr. Thompson made a motion, seconded by Mrs. McClay to approve the Curriculum, Co-Curriculum, & Policy Committee Meeting Minutes of August 19, 2019. Approval was unanimous.
3. Mr. Thompson made a motion, seconded by Mr. Witt to approve the Regular Board Meeting Minutes of August 19, 2019. Approval was unanimous.
4. Mr. Thompson made a motion, seconded by Mr. Lawyer to approve the Work Session Meeting Minutes of September 9, 2019. Approval was unanimous.

II. FINANCE AND BUDGET

Mr. Hahn gave the Board an overview of the Finance Committee Meeting held prior to the Regular Meeting.

III. TREASURER'S REPORT

Mr. Hahn noted Items III. A – E in the Treasurer's Report included in the Board packet.

- A. Building Budget Reports
- B. General Fund Budget YTD 2019-2020
- C. Encumbrance Report
- D. Activities Report
- E. Cafeteria Report

IV. PERSONNEL

Mrs. Nace made a motion, seconded by Mr. Witt to approve Item IV. A, B, D, E, F, G, & H (Item IV. C pulled) as follows:
Approval was unanimous.

- A. Recommend approval of the following Retirements:
 1. Carol Greene, Health/Physical Education Teacher, effective January 15, 2020.
- B. Recommend approval of the following Resignations:
 1. Janet Reynolds, Administrative Assistant to the Director of Pupil Services Department, effective September 13, 2019.
 2. Samantha Sabol, Stage Crew Director, effective August 25, 2019.
 3. Trinh Bitzer, LHS Teacher Leader, effective August 28, 2019.

Mrs. Nace made a motion, seconded by Mr. Lawyer to approve Item IV. C. as follows: Approval was 7 – 1 with Mr. Thompson abstaining.

C. Recommend approval of the following Instructional Staff Hires and Transfers:

1. Kelsey Anders, Elementary School Learning Support Teacher, effective in November 2019.
2. Kara Glass, Middle School Learning Support Teacher, effective in October 2019.
3. Franklin Thomas, transfer from Day to Day Substitute to Long Term Substitute, effective August 19, 2019.
4. Rachel Althoff, transfer from LTS Substitute Teacher to Day to Day Substitute Teacher.
5. Mary Bateman, transfer from Day to Day Substitute to Extended Term Substitute, effective August 26, 2019.
6. Lisa Thompson, transfer from Day to Day Substitute to Extended Term Substitute, effective August 21, 2019.

D. Recommend approval of the following Instructional Staff Supplemental Hires:

1. Paul Thom, Elective Studies LHS Teacher Leader, full stipend, effective August 28, 2019 (Ms. Bitzer resigned).
2. Advisors for non-sport activities

E. Recommend approval of the following Support Staff Hires and Transfers:

1. Sarah Roche, Middle School Library Aide, effective September 17, 2019.
2. Kirstie Little, Part-Time Courier/Food Storage Worker, effective September 17, 2019.
3. Krystal Daly, transfer from Bus Driver to Substitute Bus Driver, effective August 27, 2019.
4. Ashlea Brehm, transfer from middle school administrative assistant to administrative assistant to the Director of Pupil Services and Director of Educational Services, effective September 17, 2019.
5. Jessica Stull, part-time cafeteria monitor, effective September 17, 2019.
6. Donna Der, Bus Driver, effective September 17, 2019.
7. Lois Johe, Substitute Bus Driver, effective September 17, 2019.

F. Recommend approval of the following Job Descriptions:

1. Administrative Assistant to the Director of Pupil Services and Director of Educational Services.
2. High School Stadium Custodian.

G. Recommend approval of the following Overnight/Out-of-State Trips:

1. Lauri Raleigh to attend the WIDA Annual Conference: Teaching for Equity in a Multilingual World, on October 15-18, 2019 in Providence, Rhode Island, paid for by Title III Funds.
2. Hannah Yonker to attend the American Council on the Teaching of Foreign Languages Annual Conference on November 21-24 in Washington, D.C.
3. Scott Staub to attend the PA FBLA State Leadership Conference on April 4 - 8, 2020 in Hershey, PA.
4. Scott Staub to attend the FBLA National Leadership Conference on June 27 - July 3, 2020 in Salt Lake City, UT.
5. Scott Staub to attend the PA FBLA State Leadership Workshop on November 2 - 4 , 2019 in Poconos, PA.

H. Recommend approval of the following volunteers:

1. Classroom - Amanda Lester, Kimberly Mohney, Aimee Weese, Jenelle Buenger, Jennifer Clark, Nicholas Clark, Jodi Cohen, Brett Dillman, Kacie Dillman, Rebecca Gilmore, Melissa Rippeon, Darlene Sentz, Ashley Smith
2. Extra-Curricular - Katelyn Fisher

V. PROPERTY AND SUPPLIES COMMITTEE REPORT

Mr. Thompson made a motion, seconded by Mr. Witt to approve Items V. C as follows: Approval was unanimous. Items A & B are noted.

- A. Transportation Maintenance Report
- B. Transportation Mileage Report
- C. Recommend approval of the Herrick Septic & Excavating proposal for snow removal during the 2019-2020 school year.

VI. CURRICULUM, CO-CURRICULUM, AND POLICY COMMITTEE REPORT

Mrs. McClay made a motion, seconded by Mrs. Nace to approve Items VI. A-C as follows: Approval was unanimous.

- A. Recommend approval of the York/Adams MH-IDD Agreement for the student assistance program, drug & alcohol prevention/problem identification, and mental health assessment and referral for the 2019-2020 school year.
- B. Recommend approval of the Adams County Career Center Agreement. Presentation can be viewed here.
- C. Recommend approval of the Wellspan Sports and Medical Services Agreement to provide physician services for home football game coverage.

Mrs. McClay made a motion, seconded by Mr. Hahn to approve Item VI. D. as follows: Approval was unanimous:

- D. Recommend acceptance of the following Donation:
 - 1. Dorothy Redding to donate miscellaneous tools to the LHS Agriculture and Shop Classes, valued at \$400.00.

Mrs. McClay made a motion, seconded by Mrs. Nace to approve Item VI. E. as follows: Approval was unanimous:

- E. Recommend approval of the first reading of the following Policies (pending CC&P Review):
 - 1. Policy 003: Functions
 - 2. Policy 004.1: Student Representatives
 - 3. Policy 007: Distribution
 - 4. Policy 105.1: Alternatives to Animal Dissection
 - 5. Policy 105.3: Exemption From Instruction
 - 6. Policy 249: Bullying/Cyberbullying

Mrs. McClay made a motion, seconded by Mr. Witt to approve Item VI. F. as follows: Approval was unanimous:

- F. Recommend approval of the following policies with a date change only:
 - 1. Policy 001: Name and Classification
 - 2. Policy 918: Title I Parent and Family Engagement

Mrs. McClay made a motion, seconded by Mr. Hahn to approve Item VI. G. as follows: Approval was unanimous:

- G. Recommend approval of the second reading of the following Policies:
 - 1. Policy 603: Budget Preparation
 - 2. Policy 609: Investment of District Funds
 - 3. Policy 620: Fund Balance - New Policy
 - 4. Policy 911: News Media Relations

VII. THUNDERBOLT FOUNDATION REPORT

Beth Becker reported that the Foundation is in the process of purchasing take home grade level books for kindergarten students. The foundation recently established goals to enhance programs in the district. Four initiatives for the Fall Fundraising drive is: 1) Enhance K-2 Reading Program; 2) Enhance STEAM Program K-12; 3) Music Initiative to provide instruments for students; 4) Enhance Agriculture Program. The Giving Spree is coming up on November 7th, fundraising letters will be sent out including the 4 initiatives. There are two funding pulls, an endowment fund and regular fund.

VIII. LIU BOARD REPORT

Mrs. Nester reported that she attended the LIU Board Meeting last Tuesday night. There was a presentation by Jared Mader, LIU Director of Educational Technology, on 3D Printing and how it works. The LIU approved contracts for transportation. Dr. Jeffrey West, the new LIU Executive Director, is trying very hard to increase communication within the LIU. They are looking at several grants. They accepted 2 retirements, 16 resignations, and appointed 9 professional and 12 support positions at the meeting last week.

IX. ADAMS COUNTY TECH PREP JOC REPORT

Mr. Thompson reported that the 5-year agreement was approved tonight for the Adams County Career Center. The Board will also need to vote on a representative and an alternate for the Center in the near future. Seven students are attending Carroll County Career Tech vs. three students last year, so there is a growing interest with students and we are excited to be a part of the Adams County Career Center to benefit our students.

X. SUPERINTENDENT'S REPORT

No report, Mr. Bigger absent

XI. PAYMENT OF INVOICES

Mr. Hahn made a motion, seconded by Mr. Thompson to approve the following Items XI. A – F, Item G noted as follows:
Approval was unanimous.

- A. General Fund Checks
- B. Student Activity Checks
- C. Cafeteria Fund Checks
- D. ACES Fund Pay Apps
- E. Capital Projects Checks
- F. Procurement Card Register
- G. Void Check Report

XII. OLD BUSINESS

Mrs. Nester noted Items XII. A-C as follows:

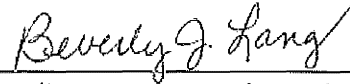
- A. Technology Report
- B. Maintenance FMX Report
- C. Monthly Enrollment Report

XIII. NEW BUSINESS

None

XIV. ADJOURNMENT

Meeting adjourned at 7:32 p.m., following a motion by Mr. Witt and seconded by Mr. Lawyer. Motion was approved 8 - 0.



Board Recording Secretary and Board Secretary



LITTLESTOWN AREA SCHOOL DISTRICT

BOARD MINUTES

I. GENERAL BUSINESS

A. Call to Order

The Littlestown Area School District Board of Education met in a regular session on Monday, October 21, 2019, at 7:00 p.m. in the Board Room in the right wing of Alloway Creek Elementary School, 162 Newark Street, Littlestown, PA 17340. Meeting was called to order by Mrs. Dolores E. Nester, Board President.

B. Roll Call

On roll call the following directors were in attendance: Mrs. Dolores Nester, Mrs. Lauren Nace, Mr. Robert Hahn, Mr. Brian Lawyer, Mr. Carl Thompson, Mrs. Jennifer McClay, Mr. Randy Mosebrook, and Mrs. Melinda Jones. Absent: Mr. Jim Witt

C. Attendance

Others present were: Dr. Carolyn Fiascki, Director of Pupil Services; Ms. Beverly Lang, Board Secretary; Mr. Michael Statler, Business Manager; Dr. Lori Stollar, Director of Curriculum & Innovation; Dr. Eric Naylor, Director of Educational Services; Dr. Matthew Meakin, Secondary Principal; Mr. Chip Fissel, Elementary Principal; Mr. Victor Trone, Facilities Manager; Mr. Daniel Altland, Solicitor; Stephanie Zeitler, Teacher; Carleen Russell, Teacher; and Andrea Grabenstein, Gettysburg Times Reporter.

D. Pledge of Allegiance and Moment of Silence

E. Student Representative Report

Nick Lovell reported the following news at the High School:

Athletic News:

- The Tennis season wrapped up. The team finished 5-9 overall with wins over York Country Day, Spring Grove, Biglerville, Delone, and Dover. Abbey Rosenblatt and Katy Goldtsche participated in the YAIAA singles tournament.
- We had two teams in the Doubles tournament Abbey/Katy will competed together and Maddie Johnson/Lura Johnson. Abbey/Katy made it all the way to the quarterfinals before falling to the eventual champion from Kennard Dale 6-4, 6-3. They gave them the biggest run of any of the other teams in the tournament!
- Field Hockey took home the YAIAA Division IV crown. A run that included a 1-0 win over Bermudian Springs. That was the first time our Field Hockey team has beaten Bermudian Springs in 12 years! They finished the season with a record of 13-5 and have qualified for the PIAA District III tournament and will take on Eastern York at Dover on Wednesday 10/23 at 5:00pm.
- The Cross Country team will compete in the PIAA District III Championships on Saturday 10/26 at Big Spring HS.
- The Boys soccer season will end with a record of 2-15-1. They were fairly young this year and have some things to build on for the future.

- The Girls Soccer regular season ended with a thrilling 3-2 victory of Bermudian Springs that propelled that to a number 7 seed in the District playoffs! They finished the regular season with a record of 13-5. They will host the first round game tomorrow at Thunderbolt Stadium vs Tulpehocken at 6pm.
- Volleyball finished their season at 7-9 on the year. They had high numbers in players and coaching staff this year, so things are looking positive for the future as volleyball starts to work for next year.
- Football got a HUGE win over Bermudian Springs this past Friday which secured them a PIAA District III Playoff spot. This week's games across the district will determine seeding. If they finish 4th they will host their first round game.
- We will be hosting Dynamite Sports College Sports Seminar at the High School on November 12th. This is a GREAT seminar for any kid 8-12 that is interested in playing sports in college. It gives them some realistic views on scholarships available and what each level is looking for. (We have had them in two other times in previous years.)

Academic News:

- A full bus of students took a trip to HACC Gettysburg to explore post secondary options in community college.

Extra-curricular Updates:

- Student Council is hosting a Veterans Day Ceremony Thursday, November 7th beginning at 10am for members of the Littlestown community and guests. This event will be held in the LHS auditorium where the Voice of Democracy speech winners will be announced and the winning speech read. A guest speaker from the Army War College will join us for the ceremony to share appreciation for those who serve our nation.
- Student Council held a successful Homecoming Dance October 5th that ended a fantastic week of spirit, an exciting parade, and a victory at the football game against Hanover.
- 29 FBLA members attended the Regional Leadership Workshop at Maize Quest last Tuesday.
- FBLA members are gearing up for competitive events at the Regional Leadership Conference at York College in December.

Carson Miller, MAMS Student Representative, was absent.

F. Board Acknowledgements

1. Bob Hahn recognized the Marching Band for being undefeated so far this year.
2. Carl Thompson noted that the stadium is holding many events from outside the district and getting many compliments.
3. Mrs. Nester also noted that she received many nice compliments from other districts during the field hockey tournament that we hosted.

G. Presentations

1. Students of the Month were recognized:
 - (1) Reed Hoover, 2nd Grade, Alloway Creek Elementary School
 - (2) Nevaeh Johnson, 5th Grade, Alloway Creek Elementary School
 - (3) Emily Nunemaker, 7th Grade, Maple Avenue Middle School
 - (4) Amaya Dressler, 12th Grade, Littlestown High School
 - (5) William Merkel, 12th Grade, Littlestown High School

H. Public Participation - None

I. Discussion and Action on Board Minutes:

1. Mr. Mosebrook made a motion, seconded by Mr. Thompson to approve the Finance Committee Meeting on September 16, 2019. Approval was unanimous.

2. Mr. Lawyer made a motion, seconded by Mrs. McClay to approve the Curriculum, Co-Curriculum, & Policy Committee Meeting on September 16, 2019. Approval was unanimous.
3. Mr. Mosebrook made a motion, seconded by Mr. Thompson to approve the Regular Board Meeting on September 16, 2019. Approval was unanimous.
4. Mr. Thompson made a motion, seconded by Mr. Hahn to approve the Work Session Meeting on October 14, 2019. Approval was unanimous.

II. FINANCE AND BUDGET COMMITTEE REPORT

No Report

III. TREASURER'S REPORT

Mr. Hahn noted Items A - E as follows:

- A. Building Budget Reports
- B. General Fund Budget YTD 2019-2020
- C. Encumbrance Report
- D. Activities Report
- E. Cafeteria Report

IV. PERSONNEL COMMITTEE REPORT

Mrs. Nace made a motion, seconded by Mr. Thompson to approve Items IV. A, B, D, H, & I as follows: Approval was unanimous (Items IV. C, E, F, & G pulled)

- A. Recommend approval of the following Retirements:
Janet Wagner, Health Education Teacher at MAMS, effective March 20, 2020.
- B. Recommend approval of the following resignations:
 1. Charles Wall, High School Head Wrestling Coach, effective March 31, 2019 (verbal).
 2. Robert Griffith, High School Custodian, effective October 18, 2019.

Mrs. Nace made a motion, seconded by Mr. Thompson to approve Item IV. C. Items 1 & 3 as follows: Approval was unanimous.

- C. Recommend approval of the following Instructional Staff Hires and Transfers:
 1. Katelyn Fisher, Substitute Teacher

Mrs. Nace made a motion, seconded by Mr. Mosebrook to approve Item IV. C. 2. as follows: Approval was 7 - 1 with Mr. Thompson abstaining.

2. Lisa Thompson, transfer from extended term substitute to day-to-day substitute, effective October 10, 2019.
3. Mary Bateman, transfer from extended term substitute to day-to-day substitute, effective October 14, 2019.

- D. Motion to rescind the September 16, 2019 approval of the Advisors for non-sport activities.

Mrs. Nace made a motion, seconded by Mr. Thompson to approve Item IV. E. as follows: Approval was 7 - 1 with Mr. Lawyer abstaining.

- E. Recommend approval of the Advisors for non-sport activities.

Mrs. Nace made a motion, seconded by Mr. Mosebrook to approve Item IV. F. as follows: Approval was 7 - 1 with Mr. Lawyer abstaining.

- F. Recommend approval of the following Winter Coach Hires :
 1. Johnathan Forster, Head Boys Basketball Coach

2. Kelsey Wantz, Head Girls Basketball Coach
3. Andrew Polashuk, Head Wrestling Coach
4. Maura Rolon, Head Winter Cheerleading Coach
5. Matthew Meakin, Head Junior High Boys Basketball Coach
6. Rick Keller, Head Junior High Girls Basketball Coach
7. Andrew Martin, Head Junior High Wrestling Coach
8. Carrie Mummert, Junior High Winter Cheerleading Coach
9. Joe Liebknecht, Assistant Boys Basketball Coach
10. Kevin McNeal, Assistant Girls Basketball Coach
11. Neal Brown, Assistant Wrestling Coach
12. Sarah Lawyer, Assistant Junior High Girls Basketball Coach
13. Jason Peglow, Assistant Junior High Wrestling Coach

Mrs. Nace made a motion, seconded by Mr. Thompson to approve Item IV. G. as follows: Approval was 7 - 1 with Mr. Hahn abstaining.

G. Recommend approval of the following Support Staff Hires and Transfers:

1. Hilary Worley, Administrative Assistant at MAMS
2. Denise Pittman, Substitute Nurse
3. Lincoln Bus Line Drivers - Robert Baker, Susan Becker, Edwin Benitez, Jan Crystal, Karen Drago, Janice Gearhart, Deborah Lahue, Lacey Lawyer, Christine Morinelli, Katherine Peters, Amanda Shaffer, Georgianna Smith, Catherine Sokal, Erika Staub, Monica Swam, Bessie Waggoner
4. Paul Hahn, Event Worker

H. Recommend approval of the following Overnight/Out-of-State Trips:

1. Lena Showers-Lewis to attend the PA FBLA State Leadership Workshop on November 2-4, 2019 in Poconos, PA.
2. Lena Showers-Lewis to attend the PA FBLA State Leadership Conference on April 4-8, 2020.
3. 8th Grade Field Trip to Harpers Ferry, WV on May 21, 2020.

I. Recommend approval of the following volunteers:

Classroom - Cynthia Baughman, Sarah Bogus, Mary Brenneman, Tina Darlich, Jacquelynne Duble, Rachel Glover, Sarah Guison, Catherine Shipley, Marie Wall, *Katie Peregoy, Aime Rankin, Stacy Talmadge*
Extra-Curricular - None

V. PROPERTY & SUPPLIES COMMITTEE REPORT

Mr. Carl Thompson made a motion, seconded by Mrs. Nace to approve Items V. C, D, F, G, H, & I, Approval was unanimous. Items A & B noted and Item V. E. pulled, as follows:

A. Transportation Maintenance Report

B. Transportation Mileage Report

C. Request approval to recycle out-dated and broken technology items.

D. Recommend support from the Board to apply for the Pennsylvania Department of Education School Safety grants.

Item V. E. was pulled until after Executive Session at the end of the meeting.

E. Recommend approval of the Transportation Contract with Heidi Dutterer.

F. Recommend approval of the Penn Power Systems Agreement for maintenance of emergency generators.

- G. Recommend approval to place the list of equipment on the Municibid Website for auction.
- H. Recommend approval of River Valley Quote to add a curb to the playground and mulch. Funding for the work will come from the Capital Project Fund.
- I. Recommend approval of the following facility requests:
 - 1. Littlestown Baseball for Youth (LBFY) to use the LHS Old Gym and MAMS Gym weekly on Sundays starting January 5, 2020 till March 22 from 12:00-8:00 PM to hold clinics and practices.
 - 2. Littlestown Baseball for Youth (LBFY) to use the LHS Cafeteria on Sunday, March 1, 2020 from 12:00-2:00 PM to hold draft.
 - 3. Varsity Girls Basketball Team to use the High School New Gym to practice on the following Sunday's from 4:00-6:00 PM: Nov 24, Dec 1, 15, 22, 2019; Jan 5, 12, 19, 26, and Feb 2, 2020.

VI. CURRICULUM, CO-CURRICULUM, AND POLICY COMMITTEE REPORT

Mrs. Jennifer McClay made a motion, seconded by Mr. Lawyer to approve Items VI. A - C as follows: Approval was unanimous.

- A. Recommend approval to establish and participate in the Adams County Career Center, per PDE guidelines.
- B. Recommend approval of the WellSpan Medical Contract and Accident-Sickness Regulations with Dr. Christopher J. George for the remainder of the 2019-2020 school year (pending agreement).
- C. Recommend approval for the wrestling team to participate in a tournament on Saturday, December 28, 2019, returning home and going back on Sunday, December 29, 2019, at Conestoga Valley High School in Lancaster, PA.

Mrs. McClay made a motion, seconded by Mr. Thompson to approve Item VI. D. as follows: Approval was 7 - 1 with Mrs. Jones opposing.

- D. Recommend approval of the 2020-2021 and 2021-2022 Academic Calendars.

Mrs. McClay made a motion, seconded by Mr. Hahn to approve Item VI. E. as follows: Approval was unanimous.

- E. Recommend approval of the first reading of the following policies (pending CC&P Committee Review):
 - 1. Policy 100: Strategic Plan
 - 2. Policy 101: Philosophy of Education
 - 3. Policy 102: Academic Standards
 - 4. Policy 106: Guides for Planned Instruction
 - 5. Policy 107: Adoption of Planned Instruction
 - 6. Policy 108: Adoption of Textbooks
 - 7. Policy 109: Resource Materials

Mrs. McClay made a motion, seconded by Mr. Mosebrook to approve Item VI. F. as follows: Approval was unanimous.

- F. Recommend omitting Policy 109.1: Resource Materials. Guidelines from 109.1 have been combined into the first reading of Policy 109 above. (pending CC&P Committee Review).

Mrs. McClay made a motion, seconded by Mr. Hahn to approve Item VI. G. as follows: Approval was unanimous.

- G. Recommend approval of the second reading of the following Policies:
 - 1. Policy 003: Functions
 - 2. Policy 004.1: Student Representatives
 - 3. Policy 007: Distribution
 - 4. Policy 105.1: Alternatives to Animal Dissection

5. Policy 105.3: Exemption From Instruction
6. Policy 249: Bullying/Cyberbullying

Mrs. McClay made a motion, seconded by Mr. Mosebrook to approve Item VI. H. as follows: Approval was unanimous.

H. Recommend approval of the following policies with a date change only (pending CC&P Committee Review):
Policy 601: Objectives

VII. THUNDERBOLT FOUNDATION REPORT

No Report

VIII. LIU BOARD REPORT

No Report

IX. ADAMS COUNTY TECH PREP JOC REPORT

Mr. Carl Thompson requested nominations as follows:

Mrs. Jones nominated Mr. Thompson, seconded by Mrs. Nace for Item IX. A. as follows: Approval was unanimous.

A. Request nominations for a board member to serve as a representative for the Adams County Technical Center.

Mrs. Nace nominated Mr. Hahn. Mr. Hahn declined for Item IX. B.

Mrs. Nester nominated Mrs. Jones, seconded by Mrs. Nace for Item IX. B as follows: Approval was unanimous.

B. Request nominations for a board member to serve as an alternate representative for the Adams County Technical Center.

X. SUPERINTENDENT REPORT

Mr. Bigger reported the following:

- The Adams County Children & Advocacy Center requested a county-wide dress down day on Sept. 16th. LASD raised \$546 towards the cause and the center received a total of \$3,800 from all the schools.
- We just finished a 6 week campaign posting our annual report on social media, the posters received high engagement through-out the campaign.
- The newsletter went out two weeks ago and the newsletter insert in the Merchandiser goes out to residents this Wednesday.
- Dr. Stollar and I watched a webinar on policies to come in education - three areas were significant:
 1. Whole system reform and governance.
 2. Collaboration, Mentoring and Professional Dialogue
 3. Equity: Is poverty a destiny in your district?

XI. PAYMENT OF INVOICES

Mr. Mosebrook made a motion, seconded by Mr. Thompson to approve Items XI. A - E, Item F is noted, as follows: Approval was unanimous.

- A. General Fund Checks
- B. Student Activity Checks
- C. Cafeteria Fund Checks
- D. ACES and Athletic Project Fund Pay Apps
- E. Capital Projects Checks
- F. Void Check Report

XII. OLD BUSINESS

Mrs. Nester noted Items XII. A - C as follows:

- A. Technology Report
- B. Maintenance FMX Report
- C. Monthly Enrollment Report

XIII. NEW BUSINESS

Mr. Hahn started the conversation on the high kindergarten enrollment this year. It was discussed at the work session and Mr. Bigger was asked to do an analysis of other Adams County school district's kindergarten class sizes and number of aides for kindergarten. Currently, LASD has 7 kindergarten classes with 23 or 24 students in each classroom and 1 aide. We also have 5 reading specialists who are in the kindergarten classrooms for one hour each day.

The Board discussed the options of adding aides/teacher/additional kindergarten classroom.

After discussion, Mr. Mosebrook made a motion, seconded by Mr. Thompson to direct the administration to make the recommendation to the board to address the number of aides and/or teachers in the elementary school.

Before voting and during discussion, Mr. Bigger noted that there wasn't a recommendation for a reason. We need to understand the financial impact and see the short and long term circumstances. The timing and circumstances to add a teacher is not ideal at this time and makes this very difficult. A certified teacher is better than adding aides when helping students and not adults. The Board needs to step back and look at the big picture and priorities over the next 5 years. This is a \$100,000/year decision for our long range budget. Mr. Bigger added that his recommendation is to put money in next years' budget through the budget process and allocate a dollar amount to add a teacher and/or aides if enrollment stays high.

After discussion, Mr. Mosebrook withdrew his motion, seconded by Mr. Thompson. Mr. Bigger will place his recommendation on the November 18, 2019 board agenda.

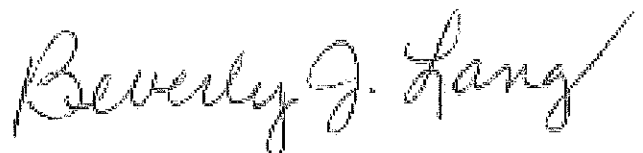
At 8:25 PM, Mrs. Nester announced an Executive Session pre-adjournment to discuss Item V. E.

At 8:32 PM, the Board re-adjourned - Mr. Thompson made a motion, seconded by Mr. Mosebrook to approve Item V. E. as follows: Approval was unanimous.

V. E. Recommend approval of the Transportation Contract with Heidi Dutterer.

XIV. ADJOURNMENT

Meeting adjourned at 8:34 PM following a motion by Mr. Thompson and seconded by Mrs. Jones. Approval was 8 - 0.



Beverly J. Lang

Board Secretary/Recording Secretary

August 29, 2019
Articles of Agreement for Establishment and Operation of the
Adams Technical Institute

Article I. Establishment and Purpose

1.1 The boards of school directors of all of the Participating Districts, pursuant to authority vested in them by the Public School Code of 1949, (1949, March 10, P.L. 30, as amended; 24 PS 1-101, etc.) hereinafter referred to as the "School Code", do hereby establish an area vocational-technical school to be known as **Adams Technical Institute** or such other name as approved by the governing body hereinafter referred to as the "Career Center" for the purpose of providing career and technical education or technical training and education of pupils, out-of-school youth and adults residing within the Participating Districts, and which shall be under the supervision and direction of an area vocational-technical board, hereinafter referred to as the "**Joint Board**", consisting of all members of all the boards of school directors of the Participating Districts acting jointly.

1.2 Participating Districts shall include Bermudian Springs School District (BSSD), Conewago Valley School District (CVSD), Fairfield Area School District (FASD), Gettysburg Area School District (GASD), and Littlestown Area School District (LASD). BSSD, CVSD, FASD, GASD, and LASD may be collectively and individually referred to herein as "Participating Districts".

Article II. The Joint Board

2.1 The Joint Board shall have all the authority and powers, perform the duties, and be subject to all the duties and liabilities with respect to the operation of the Career Center as now are, or hereinafter shall be, conferred or imposed by law.

2.2 The Joint Board shall, by majority vote of its Member School Boards establish by-laws for the conduct of its business or the business of the Joint Operating Committee.

2.3 When in convention a majority of the members of the Joint Board shall be a quorum. All actions of the Joint Board shall be by a majority vote of the members thereof either in convention or by mail ballot, whichever procedure the Joint Board shall select, provided, that in addition thereto, the affirmative vote of two-thirds of the Participating Districts and a majority vote of all the school directors of all Participating Districts shall be required for approval of:

- (a) The operating budget for the Career Center;
- (b) Creating or increasing indebtedness;
- (c) Selecting a site for a school;

- (d) Purchasing, leasing, condemning, selling, or disposing of land or buildings; and
- (e) Entering into contracts for a building, construction or alteration project if the amount of the contract, or total project is \$500,000 or more, and if the amount of such contract or project has not been itemized in the current annual budget as approved.

All such votes shall be duly recorded and shall show how each member of the Joint Board voted.

2.4 The Joint Board shall delegate to the Joint Operating Committee the operation, administration, and management of the Career Center, together with all powers, duties, rights, privileges, and authority which the Joint Board is not required by law or the terms of this Operating Agreement to reserve to itself.

Article III. The Joint Operating Committee

3.1 The affairs of the Joint Board shall be managed and operated by an Area Career and Technology Center Committee, hereinafter referred to as the "Joint Operating Committee", within the limits of the budget adopted by the Joint Board.

3.2 The Joint Operating Committee shall consist of one member from each Participating District, elected by and from the Board of each Participating District to serve for a three (3) year term commencing the day of their election in the month of December, except for the first Joint Operating Committee. In the first election the terms of office of one-third of the members shall expire at the end of the first year, the terms of office of one-third of the members shall expire at the end of two (2) years, and the terms of office of the remaining one-third shall expire at the end of the third year. The length of the terms of office of the initial members shall be determined by the casting of lots.

3.3 Each member school district shall appoint one alternate member to the JOC. Alternate members will attend regularly scheduled and special JOC meetings however each district will have only one vote.

3.4 In case any vacancy shall occur in the Joint Operating Committee by reason of a member's death, resignation, removal from the Participating District which selected him/her, or otherwise such vacancy shall be filled for the unexpired term of such member, by the Participating District, or its successor, which selected such member.

3.5 Subject to the laws of the Commonwealth of Pennsylvania and the By-Laws of the Career Center, the Joint Operating Committee shall choose such officers, at such times, and for such terms as, from time to time, it shall determine. The officers of the Joint Operating Committee shall consist of a chairperson, vice chairperson, treasurer, and secretary. The offices of chairperson, vice chairperson, and treasurer shall be rotated in sequence among the school boards each year. If the representative of a Participating District is unwilling or unable to assume the office of chairperson, that office will be assumed by a representative from the next school in sequence of rotation.

Each year, during the month of December, the Joint Operating Committee shall choose from its members, a chairperson and vice chairperson, each to serve for one year. The joint Operating Committee shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election; and shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the Joint Operating Committee, to serve for a term of four years, beginning the first Monday of July following such election. The Joint Operating Committee shall elect interim officers to serve until the first regular December and May election meetings.

3.6 A majority of the members of the Joint Operating Committee shall be a quorum. Unless otherwise required by law, the Joint Operating Committee shall act by a majority vote of the members present and voting.

3.7 The Joint Operating Committee shall have specified times and places at which it shall hold its meetings, and may adopt and enforce reasonable rules and regulations, not inconsistent with this Operating Agreement, the By-laws, or the School Code, for its government and control, the management of its school affairs, the conduct and deportment of its professional and other employees and appointees, and the conduct and deportment of all pupils attending the school under its jurisdiction.

3.8 Any district not participating in the original establishment of the Career Center which later elects to become a participant may be admitted as a Participating District and as a member of the Joint Board under such terms and conditions as shall be determined by the Joint Board.

3.9 Any district may request to withdraw from the Agreement, after prior written notice of intent given at least five fiscal years prior to its planned withdrawal and **with the consent of each participating district**. Any unpaid indebtedness incurred during its period of membership must continue to be paid by a withdrawing Participating District. All capital assets which were purchased in whole or in part by a withdrawing Participating District shall be deemed abandoned in favor of the remaining Participating Districts.

*** A request by a Participating District to withdraw from the Agreement under hardship circumstances may be granted under such terms and conditions as shall be determined by the Joint Board and with the consent of each Participating District.**

Article IV. Finances

4.1 All capital costs for the acquisition of real estate, construction and erection thereon of any building improvement, furnishing and equipping thereof, or for any other lawful purpose, may be financed by lawful means.

4.2 All such capital costs are financed through a joint school authority or otherwise, shall be apportioned among the Participating Districts in the ratio which the market value of real estate in each school district (as determined the latest official report of the State Tax Equalization Board) bears to the total market value of the taxable real estate in all of the Participating Districts.

4.3 The current costs of operating the Career Center, and all other expenditures incurred by the Joint Board, shall be apportioned among the Participating Districts based on the Participating District's secondary enrollment (grades 9 – 12) as a percentage of the total secondary enrollment (grades 9 – 12) of all Participating Districts as computed by the Joint Operating Committee. The participating districts agree to utilize a transition formula consisting of average daily membership and enrollment for the first 5 years of this agreement.

4.4 Each Participating District shall pay to the treasurer of the Joint Operating Committee, its proportionate share of the costs and expenses contained in the annual budget adopted by the Joint Board. Such estimates, and the dates when payments on account thereof shall be made, shall be determined by the Joint Operating Committee.

4.5 Except as provided in 4.6, Any surplus in the operating fund of the Joint Board at the end of any fiscal year including amounts due from Participating Districts and less amounts prepaid by Participating Districts shall be credited to the respective accounts of all the Participating Districts for the following year, in the same ratio as monies were payable to the operating fund of the Joint Board by the Participating Districts during such last fiscal year.

4.6 The Joint Operating Committee may establish a fund balance that shall not exceed eight (8) percent of the General Fund Budget which can only be used for the following purposes:

- a. Provide local matching funds for State and Federal Equipment grants.
- b. Supplement or provide for project shortfalls created by the non-funding of Federal or State programs
- c. Provide an alternative revenue source for types of expenditures that would not routinely be part of the General Fund Budget.
- d. To provide for an unreserved/undesignated Fund Balance to be made available for appropriation within the General Fund budgeting cycle.

No more than 33% of the surplus at the end of any fiscal year in the operating fund may be retained for the fund balance.

4.7 The Participating Districts do hereby authorize the Joint Operating Committee to enter into agreements on behalf of the Participating Districts with the State Public School Building Authority, municipal authorities, political subdivisions, municipal corporations, public and private agencies, quasi-public agencies, authorities, non-profit corporations and the federal government and its agents and instrumentalities to buy land, build, alter, lease, equip and operate facilities for the Career Center. The Participating Districts do hereby agree to take all necessary steps in order to create/maintain joint municipal authority for the purpose of financing the acquisition of suitable sites and the erection and equipping of appropriate school buildings for the conduct of the Career Center.

Article V. Education Administration

5.1 The Joint Operating Committee shall elect, at the May meeting each year, a District Superintendent from one of the Participating Districts as the Superintendent of Record SOR to the Adams Technical Institute who shall qualify and serve as prescribed by the School Code. The SOR shall be nominated from the Adams County Superintendents. The term of office shall be for one (1) year commencing the first day of July of each year and may succeed him/herself in office only for one additional year

5.2 The Joint Operating Committee shall appoint an Executive Director (Administrative Director) for the Career Center who shall qualify and serve as prescribed by the School Code.

5.3 The superintendents of the Participating Districts will serve on the Professional Advisory Committee (PAC) and advise the Executive Director and Joint Operating Committee on administrative and policy matters and serve as prescribed by the School Code.

Article VI. Pupil Quotas, Tuition, and Transportation

6.1 Individual instructional program maximum enrollment quotas will be established by the Executive Director. Participating District maximum enrollment quotas will be equal to their percentage of the total Participating Districts' secondary enrollment in grades 9 – 12.

6.2 Individual lab/program quotas will be established to ensure each Participating District has proportionate access to each career and technical education program. Quotas will be established to limit the maximum enrollment in each career and technical education program. In the event that an individual lab/program quota has not been met by a Participating District, the unfilled quota may be filled by the other Participating Districts with no additional cost or fee to the district(s) using the unfilled quota. Unfilled quotas will be offered in equal amounts to the other Participating Districts. When the unfilled quota is one or an odd number, the single or extra vacancy will be filled by a lottery.

6.3 Tuition students will be accepted into secondary career and technical programs where vacancies exist after attempts to fill the slots with in-school youth from Participating Districts have been exhausted. Tuition students may include in-school youth from other districts, out-of-school youth, and adults. The tuition rate shall be established by the Joint Operating Committee annually during the month of July. The Upper Adams School District (UASD) will have the right of first refusal prior to slots being filled by non-participating districts.

6.4 Transportation of pupils shall be the obligation of the district of residence.

Article VII. Title and Ownership of Real Estate

7.1 The title to any real estate, acquired for the purpose of Career Center, if held in the name of one or more of the Participating Districts, shall be for the respective interests of all the Participating Districts in the proportion the contribution of each to the cost of acquisition,

construction, and improvement bears to the total cost. The participating Districts shall have similar interests in any lease of real estate to any joint authority.

Article VIII. Satellite Programs

8.1 A satellite career and technical program is a program established, maintained and administered by the Joint Board in a participating school district facility. A satellite program is created to provide allocated seats to all participating districts in accordance with **Article VI** of this agreement. The requirements for satellite programs are:

a. Joint Board Requirements:

- Maintain school/industry articulations
- Supervise student activities
- Conduct advisory committee activities
- Periodically review program needs in the attendance area and develop recommendations.
- Maintain budgetary control over supplies and equipment.
- Supervise and evaluate staff depending upon the entity who employed.

b. School District Requirements:

- Maintain all insurance, utilities and routine upkeep
- Provide supporting services, such as guidance, nursing, student discipline, custodial and technology.
- Provide actual costs to the Joint Board for the purpose of billing and budgeting.
- Supervise and evaluate staff depending upon the entity who employed.

c. Instructional staff members employed to provide educational services in the satellite area may be employed by the school district or Career Center.

Article IX. Agreement Adoption, Duration and Amendment

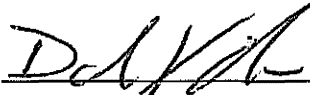
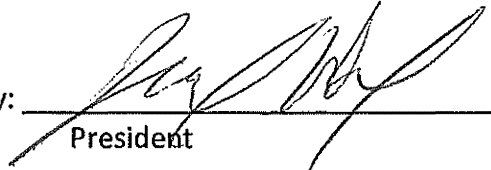
9.1 This Operating Agreement shall become effective after each Participating District, at a regular or special meeting of its Board of School Directors, by a majority vote of all its members, duly recorded, affirmatively approves this Agreement and upon the execution of this Agreement by each Participating District by its president or vice president and its secretary.

9.2 This Operating Agreement shall remain in effect for ten (10) years from its effective date and shall continue in effect hereafter, from year to year, unless and until all of the Participating Districts, by resolution duly adopted by their respective boards of school directors prior to July 1, of any year, agree to terminate this Operating Agreement as of July 1 of the following year.

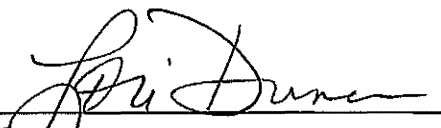
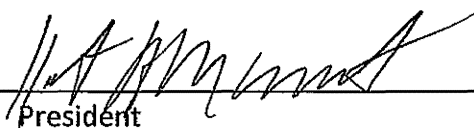
9.3 Subject to the laws of the Commonwealth of Pennsylvania and any required approval by the Department of Public Instruction (Education) this Operating Agreement may be amended by the affirmative vote of all Participating Districts. The vote of each Participating District shall be determined by a majority vote of all the school directors of such Participating District.

ATTEST:

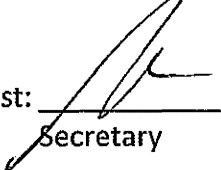
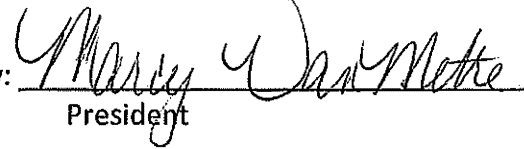
BERMUDIAN SPRINGS SCHOOL DISTRICT

Attest:  Secretary By:  President

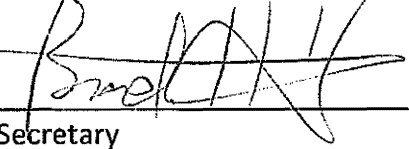
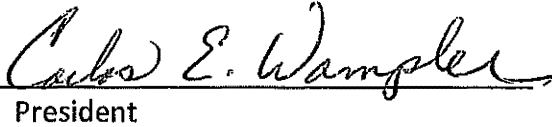
CONEWAGO VALLEY SCHOOL DISTRICT

Attest:  Secretary By:  President


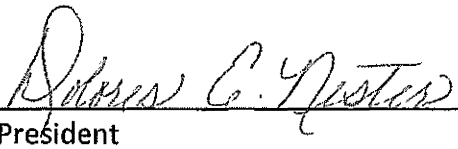
FAIRFIELD AREA SCHOOL DISTRICT

Attest:  Secretary By:  President

GETTYSBURG AREA SCHOOL DISTRICT

Attest:  Secretary By:  President

LITTLESTOWN AREA SCHOOL DISTRICT

Attest:  Secretary By:  President