September 2026

Strategic Focus Area: Student Learning

Administrative Services:

- Attended Fritz Elementary construction job conference meetings.
- Attended federal programs team meetings to review monthly tasks, discuss upcoming monitoring and review internal control assessments.
- Met with administrative team from Steps to Success to discuss upcoming school year.
- Met with Market Street Sports.
- SOSL bi-weekly Teams meetings.
- Attended Lancaster Lebanon School Business Officials September meeting.
- Attended PCCD grant planning meeting.
- Monthly Operations Team meeting.
- Worked with Business Office assisting with preparation of documents for auditors.
- Analyzed 2025/2026 financial results.

Athletics:

- On September 2, Conestoga Valley Athletics hosted Omari Pearson, Founder and President of Passion to Purpose LLC, for a student leadership development program designed to help student-athletes strengthen leadership skills, develop positive character traits, and understand the long-term impact of their digital presence. The program included a small-group interactive leadership workshop with selected student leaders followed by a large-group presentation for approximately 300 student-athletes. Through engaging discussions and real-world examples, students explored topics including personal branding, responsible social media use, digital footprints, leadership, mentorship, and making positive decisions that will impact future educational and career opportunities.
- On September 22, we hosted our first Student Athlete Leadership Team meeting.

Safety and Security:

- 9/3-Attended Brownstown Safety Day with OFC Goss to instruct students and staff on new Standard Response Protocol
- 9/1, 9/18--Help student members of Women's Leadership Alliance plan for their 5K for Breast Cancer, scheduled for 10/03

September 2026

Strategic Focus Area: Positive Climate and Culture

Business Office:

- Held weekly meetings with the Finance and HR departments to discuss what's going on and upcoming agendas.
- Participated in monthly business office luncheon by bringing food to share and celebrating current birthdays
- Unite all team members with an all-hands-on deck approach with the annual financial audit taking place this month providing support and encouragement

Safety and Security:

- 9/11-- Pennsylvania School Safety Institute Training for Middle School administrators, SRO and CTIO
- 9/18-- Assisted with parking for Common Ground Conference

Strategic Focus Area: Management Best Practice

Business Office:

- Diligently worked on 2025-26 fiscal year financial audit meeting the September 11th deadline fulfilling all 145 item requests from the auditors
- Audit and update teacher roster for first pay of the 26-27 school year utilizing the new Skyward software Mass Update functionality
- Audit all benefit deductions with recent open enrollment through Skywards Benefit Management Account Set Up Audit feature
- Meeting with Life Insurance Broker from NIS to discuss Life Insurance and Long Term Disability benefits with the goal to improve efficiencies
- Coordinate Skyward HR data to work with PIMS Reporting requirements
- Added Dual Control ACH approval process with Orrstown Bank

Facilities:

- Attended weekly foreman's meeting related to the Fritz Elementary School project.
- Attended bi-weekly job conference for the Fritz ES project.
- Met with representatives of UGI, plumbing, and general contractor regarding the routing of the gas line for Fritz.
- Worked with contractors from the Leola project to complete punch list items.
- Met with multiple contractors to review scope for pricing on several potential PCCD grant projects.
- Met with Dr. Fox regarding multiple project updates
- Interviewed multiple candidates for the Administrative Assistants position for the Service Center.
- Attended the KPM/PPEM Expo and seminars on the use of the program, grant opportunities, and met with several vendors.
- Met with Jon Wernver to review documents, and

September 2026

- Attended monthly construction team meeting
- Attended monthly Operations Meeting
- Attended monthly Leadership Team Meeting
- Met with Berkshire Systems at the HS to review PCCD grant related projects.
- Met with door hardware consultant to discuss potential projects at the High School.
- Met with Mike Resh, assistance principal at Leola to review the operation of items and the status of any outstanding items.
- Met with Trane representatives to review status of projects and deliveries for the Fritz ES project.
- Met with Fritz contractors daily to review any issues and to monitor job site progress.
- Participated in an FMX Learning Lab, a monthly teams call regarding the program we utilize to manage work orders, transportation and facility requests.

Food Services:

- Completed and informed parents of all necessary Back to School information
- Attended various meetings, webinars, food service conferences, and food shows

Transportation:

- Work with Consultants and Social Workers on any special accommodations for students
- Work with AP to better arrival times at buildings
- Work closely with drivers to get directions in tablets to match

Athletics:

- Weekly meeting with facilities and maintenance department

Safety and Security:

- 9/14 -15—Crisis Management for School-Based Incidents Training
- 9/29-- Digital Threat Assessment training for both SROs
- 9/24-- PASBO First Time Supervisor Training
- 9/29-- Attended PASBO Leadership Development Committee Meeting

September 2026

Strategic Focus Area: Community Partnership

Facilities:

- Participated in the CVEF golf outing

Transportation:

- Reviewed and resolved any safety concerns from parents

Athletics:

- **T-Mobile Friday Night 5G Lights Sweepstakes**
  - Conestoga Valley High School was selected as a recipient of a $5,000 award through T-Mobile's Friday Night 5G Lights Sweepstakes. Participation was encouraged by CV alumnus and local T-Mobile representative Jason Harmes. The school also remains eligible through October for additional prize opportunities ranging from $25,000 to $1 million, which could support future athletic programs and stadium improvements.

Safety and Security:

- Met with Lanco Mechanical business owner to finalize agreement to use their offices for reunification site for Brownstown Elementary
- Started dialogue with Thaddeus Stevens as secondary reunification site for main campus