# October 2026

## Strategic Focus Area: Student Learning

**Athletics:**

- Conducted by-weekly student athlete leadership meetings.
- Worked with the Tech department to prepare for the Daktronics production group for athletic events

**Technology Services**:

- Collaborated with the Athletics department to prepare for the Scoreboard production group. We also scoped and set up a new camera system for feeding the new production capabilities within the Rill gym.

## Strategic Focus Area: Positive Climate and Culture

**Administrative Services**:

- Attended Superintendent's Advisory Council quarterly meeting.

**Business Office:**

- Held weekly meetings with business office and HR teams
- Bridge HR with Student Services to complete PIMS Staffing reports
- Met with Life Insurance broker (NIS)
- Meeting with Technology and Facilities Directors to discuss cost centers management
- Working with Boosters to collect annual financial reports to submit 990 forms

**Facilities:**

- Assisted in coordination and setting up of the bonfire event.

**Food Services:**

- Completed first of 3 sessions of MS 6$^{th}$ grade Red Team cooking club.

**Transportation:**

- Had a bus in the Talmage Parade

**Technology Services**:

- The technology department engaged in rich Beginning-of-Year goals meetings.
- Participated in the K-12 Instructional Leadership Team evening retreat.

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**Safety and Security:**

- Arranged for Stop the Bleed training for middle school staff
- Held Safety Task Force meeting for district leadership
- Assisted with budget and application for PCCD Grant
- Ongoing planning for updated main campus signage/wayfinding

Strategic Focus Area: Management Best Practice

**Administrative Services**:

- Attended benefits management review meeting with Jen Walsh from National Insurance Services.
- Held the monthly Operations meeting.
- Attended the Fritz Elementary renovation bi-weekly job conference meeting.
- Attended the Lancaster County Tax Collection Bureau virtual meeting where the current year and next fiscal year earned income tax projections are discussed.
- Attended the Lancaster Lebanon Public School Insurance Pool quarterly meetings for both property casualty coverage and workers compensation coverage.
- Continued follow up with auditors. Reviewed 2025/2026 budget vs. Actual comparisons.
- Attended the monthly Federal Programs Review meeting with Jill Koser, Matt Furlong, Lauren McGaulley and Laurie Groff.
- Attended the monthly CV District Leadership Council meeting and gave a brief overview of the 2025/2026 fiscal results. Also review with the Team that 2026/2027 budget preparation will begin.
- Met with Jon Werner, Lauren McGaulley, Don Mann, Ken Johnson, Dylan Probst and Adam McGraw to review the application for the PCCD (safety) grant.
- Met with Scott Kramer, Allie Machi from Raymond James and Dr. Hartman to discuss current financial status in consideration of future borrowings for ongoing renovation projects.
- Conference call with Kay Mann, attorney with Saxton Stump, to review several of the large real estate re-assessment appeals.
- Met with Rich Krumrine from SOS along with Dr. Hartman, Dr. Hamme and Amy Horst to discuss current operations.

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**Business Office:**

- Created a Mapping spreadsheet to assist in locating data source items in Skyward that get exported to PIMS reporting
- Direct the Business Office to audit and reconcile Life Insurance and LTD
- Skyward clean up – deactivated over 1,000 users who are no longer employed and removed thousands of general ledger account codes that have not been used in the past 3 years
- Update Fixed Assets per audit results and set up to automate and maintain Fixed Assets in new Skyward going forward

**Facilities:**

- Attended weekly foremans' meetings for the Fritz project.
- Attended bi-weekly construction team meeting for the Fritz project.
- Attended montly operations team meeting.
- Attended Schaedler Yesco trade show and training with our electrician at the Spooky Nook conference.
- Met with different contractors at Fritz to review existing conditions and potential issues.
- Met with Berkshire Systems to review stadium sound system concerns.
- Coordinated HVAC system training for the maintenance staff related to the Leola project.
- Met with the IT Director regarding the Fritz project and outlined potential modifications to the plans and placement of data jacks, displays, etc.
- Attended a webinar related to road salt, presented by Penn State.
- Met with IT regarding designation of responsibilities of new equipment after the completion of a renovation/construction project.
- Attended the Safety Task Force Meeting
- Met with IT Director, IT staff and Director of Safety regarding the exterior camera locations at Fritz.
- Attended steel safety meeting at Fritz
- Met with ESCO rep to discuss upcoming PCCD grant access control project for the High School.

**Food Services:**

- Started PDE Verification Process
- Provided Child Accounting and Data Recording Specialist with requested student information
- Received PDE Administrative Review Audit Letter – Completing requested information
- Attended Red Rose chapter of Snapa meeting/food show
- Participated in various food service webinars, and meetings

- Attended Cafco meeting for participation in the 2027-28 SY
- Coordinated Asst. Admin. to Food Service Director Primero Edge training

**Transportation:**

- Worked with Consultants & Social Workers on special accommodations for a student with extra needs
- Work with APs on various situations to best support students and families

**Athletics:**

- Conducted weekly operations meeting with Facilities.

**Technology Services**:

- Collaborated with multiple departments and personnel to research and scope a plan for the Pennsylvania Commission on Crime & Delinquency grant.
- Collaborated with multiple departments and personnel to support the Vector Solutions training platform implementation and initial soft launch with Winter Sports volunteers.
- Collaborated with Facilities and the several members of the Fritz construction team to review construction progress and strategically adjust technology components.

**Safety and Security:**

- Helped facilitate ongoing meetings regarding campus wayfinding with potential vendors

## Strategic Focus Area: Community Partnership

**Technology Services**:

- Collaborated with Audrey McClune to provide guidance and feedback regarding technology related CVEF grants and the new online application process.
- Participated in the CV Stakeholder Engagement Committee meeting #1.