

Agenda – School Board Reorganization Meeting
Penn Manor School District
Monday, December 5, 2016
Manor Middle School – Board Room
7:00 p.m.

EXECUTIVE SESSION:

6:30 Legal (Penn Manor School District v. C.J. – No. 16-5311)
6:50 Personnel (review of item 4C)
Student Matter (review of item 3C)

CALL TO ORDER: Mr. J. Kenneth Long

ROLL CALL:

Item 1. Selection of Temporary President
 (Most senior board member not running for Board President)

Item 2. Nomination for President
 (Conducted by Temporary President)

Item 3. Election of President
 (Upon election, the President assumes the chair)

Item 4. Nomination for Vice President
 (Conducted by President)

Item 5. Election of Vice President
 (Conducted by President)

Item 6. List of Constituted Board Membership
 Ask for any necessary changes to the list

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

Any district resident or taxpayer wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the chair and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

Agenda – Committee of the Whole
Penn Manor School District
Monday, December 5, 2016
Manor Middle School – Board Room

COMMITTEE OF THE WHOLE
Following Board Reorganization at 7:00

CALL TO ORDER: Board President

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, January 3, 2017** at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Board Reorganization meeting for the purpose of discussing a Legal Matter, Personnel, and Student Matter as detailed on the Board Reorganization Agenda.

ROLL CALL:

APPROVAL OF MINUTES: November 21, 2016
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. ATTOLLO Update – Dr. Gale
(7:30 – 7:45)

Explanation: Dr. Gale will update the Board on the current group of students participating in ATTOLLO and will discuss possible programming for the spring semester.

Information Only

Item 2. AP Capstone Update – Dr. Gale
(7:45 – 8:00)

Explanation: The College Board recently approved Penn Manor's participation in the new AP Capstone program approved by the School Board last year. Dr. Gale will update the Board on preparations to launch the program during the 2017-2018 school year.

Information Only

Item 3.
(8:00 – 8:30)

Warfel Construction – High School Project

Explanation: Representatives from Warfel Construction will be present to discuss the Owner's Representative responsibilities for the high school renovation project and will be available to answer questions from the Board.

Approval for Placement on the January 3, 2017 Voting Agenda

Item 4.
(8:30 - 8:40)

Board Committee Assignments – Board President

Explanation: The board president will discuss with board members their interest in committee assignments for 2017. Appointments will be made at the January 3, 2017 meeting.

Information Only

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Agenda – School Board Meeting
Penn Manor School District
Monday, December 5, 2016
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE: Board President

FLAG SALUTE: Board President

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, January 3, 2017** following the Committee of the Whole meeting.

ANNOUNCEMENT: An Executive Session was held prior to the Board Reorganization meeting for the purpose of discussing a Legal Matter, Personnel, and Student Matter as detailed on the Board Reorganization Agenda.

ROLL CALL:

CITIZEN'S COMMENTS:

APPROVAL OF MINUTES: November 21, 2016
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT'S REPORT:

Item 1. **Review of School Board Meeting Agenda** – Board President

Item 2. **Consent Agenda for Committee of the Whole Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions (see pages 4-5)

Explanation: As previously discussed, the administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget.

B. Fisher Farm Master Plan Process

Explanation: Approval to engage Beers & Hoffman to complete a study of the Fisher Farm.

C. Lancaster County Career & Technology Bond Refunding

Explanation: Board action for refunding of 2013 bond issue and establishment of a capital reserve fund for the Lancaster County Career & Technology Center.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account
PMSD Payroll Account
Cafeteria Account
Capital Reserve Accounts
PMSD Section 125 Accounts
Construction Fund Accounts
PMSD Student Activity Fund Account
PMSD Student Activity Athletic Fund Account

Explanation: To formally authorize two board members and the business manager to represent the district as designated signers for the above checking accounts.

B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2017.

Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.

C. Judicial Review Committee Action as cited (enclosure).

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Employment and Change in Status of the individuals listed per the effective date for the 2016-2017 school year (see page 6).

B. Spring Musical Co-curricular positions to the individuals cited for the 2016-2017 school year:

Musical Director	Melissa Telesco	\$ 5,400
Musical Asst. Director	Melissa Mintzer	\$ 3,045
Musical Acting Coach	Carole Shellenberger	\$ 1,280
Musical Production Assistant	Adrianna Graham	\$ 473
Musical Assistant Vocal	Stephanie Hallett	\$ 900
Musical Set Design/Crew	Dakota Jordan	\$ 1,000
Musical Lighting Supervisor	Dakota Jordan	\$ 1,000
Musical Sound Design	Ben Moore	\$ 800
Musical Choreographer	Donavan Hoffer	\$ 1,000
Musical Rehearsal Accompanist	Jordan Groh	N/A
Musical Costume Coordinator	Becky Cotich	\$ 1,224
Musical Orchestra	Lauren Ciemiewicz	\$ 2,008

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.

C. Leave to the individuals according to the terms listed:

Professional Employees

Employee F24 - Family Medical - December 2, 2016 – January 19, 2017 approximately

Classified Employees

Employee F25 – Family Medical - October 14, 2016 – January 1, 2017

[Dates revised from November 21st Board Agenda]

Employee F26 - Family Medical - December 15, 2016 – January 16, 2017 approximately

D. Head Coaches Recommended for Renewal for the Fall 2017 Season:

Boys Soccer - Paul Taylor
Cheerleading – Janna Ames
Cross Country - Tom Ecker/Bob Ulmer
Field Hockey - Matt Soto
Football – John Brubaker
Girls' Soccer - TBD
Girls' Tennis - Alison Fetter
Girls' Volleyball - Tim Joyce

E. Volunteer Winter Coaches:

Jordan A. Wakefield - Bowling
Alan L. Wakefield - Bowling
John J Ambs - Wrestling
Eric Hine - Boys Basketball

ADJOURNMENT

PENN MANOR SCHOOL DISTRICT

**Resolution Authorizing Proposed Preliminary Budget Display and Advertising and
Authorizing Referendum Exception**

RESOLVED, by the Board of School Directors of Penn Manor School District, as follows:

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a Preliminary Budget Notice in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.
3. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 3.1%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

PENN MANOR SCHOOL DISTRICT

Preliminary Budget Notice and Act 1 Referendum Exception Notice

NOTICE is given that the Proposed Preliminary Budget for the General Fund of Penn Manor School District for the 2017- 2018 fiscal year is available for public inspection at the school district offices, 2950 Charlestown Road, Lancaster, Pennsylvania, and will be presented for adoption as a Preliminary Budget Proposal at a school board meeting to be held January 17, 2017 at 7:00 p.m. at the Board Conference Room at Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania, 17603. The Preliminary Budget Proposal may be amended before adoption.

Pursuant to Act 1, the Pennsylvania Department of Education publishes an index % applicable to the School District. The School District real estate tax increase for the next fiscal year is limited to the index % unless the proposed tax rate is approved by voters pursuant to a referendum or the School District qualifies for an Act 1 exception. As a result of special circumstances covered by an Act 1 referendum exception, a tax rate % increase above the index might be required to balance the School District budget for the next fiscal year. The tax to be levied is required to provide a quality education program as reflected in the School District Preliminary Budget.

The School District intends to seek approval from the Pennsylvania Department of Education as required by Act 1 for an exception allowing increase of the real estate tax as reflected in the School District Preliminary Budget. On written request by any School District resident or taxpayer, the School District will provide a copy of the referendum exception application.

_____, Secretary

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	
12/5/2016	HAAPALA	KAREN	HEAD CUSTODIAN	Central Manor	8	261	\$ 14.00	Permanent	8	Effective 11/21/16
12/5/2016	SCARLETT	LINDSAY	BUSINESS OFFICE SECY - TAX COORDINATOR/BOOKKEEPER	District Office	8	261	\$ 20.00	Permanent	8	Effective 11/29/16
12/5/2016	* EME	LISA	ENROLLMENT RELATED - READY TO LEARN - AIDE	Letort	5	180	\$ 9.40	For the 2016-17 school year only	5	Effective 11/29/16
12/5/2016	* MARTIN	REBECCA	FOOD SERVICE MANAGER - INTERIM	Marticville MS	7	180	\$ 11.75	Temporary - 12/5/16 - 1/31/17	7	Effective 12/5/16
12/5/2016	* TORBERT	DENISE	FOOD SERVICE	Pequea	0.25	180	\$ 10.10	Permanent	5.75	Effective 10/17/16. additional .25 per day

NOTE: All new hires must pass the pre-employment drug test. New Hires & Transfer must successfully complete a 60 working day probationary period.

* signifies a change in status