

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, January 17, 2017
Manor Middle School – Board Room

WORKSHOP

5:30 Tax Rebate Program

EXECUTIVE SESSION

6:00 Update on Labor Negotiations
6:30 Personnel (review of voting agenda items #4B and 4C)
6:35 Student Matter (review of voting agenda item #3A)

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, February 6, 2017 at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing Labor Negotiations Update, Personnel, and Student Matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES: January 3, 2017
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Victoria Martin and Jeff Taylor

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

RECOGNITION OF SCHOOL BOARD MEMBERS – School Director Recognition Month

Item 1.
(7:20-7:35)

Update on the District Comprehensive Plan – Dr. Shaffer, Dr. Egan and Dr. Kreider

Explanation: Penn Manor is a phase three district. Act 118 of 2016 amended the Public School Code to provide each school entity with one additional year to submit to the Secretary the Comprehensive Plan as required under 24 P.S. § 12 1205.1(a). The new due date for Penn Manor is November 30, 2018.

Information Only

Item 2.
(7:35-7:45)

Revised 2016-2017 Calendar

Explanation: The early dismissal scheduled for May 19, 2017 will be moved to May 12, 2017 to coincide with the date of the Prom which was recently scheduled.

Approval for placement on January 17, 2017 Voting Meeting Agenda

Item 3.
(7:45 – 8:05)

Preliminary Budget - Mr. Johnston

Explanation: Mr. Johnston will present the 2017-2018 preliminary budget for adoption by the board

Approval for placement on January 17, 2017 Voting Meeting Agenda

Item 4.
(8:05 – 8:20)

Capital Projects Plan - Mr. Johnston

Explanation: A review of the proposed Capital Projects plan for 2017-2018.

Approval for placement on February 6, 2017 Voting Meeting Agenda

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

Any individual or group 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 – School Board Meeting
Penn Manor School District
Tuesday, January 17, 2017
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Mr. Long

FLAG SALUTE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, February 7, 2017 following the Committee of the Whole meeting.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing Labor Negotiations Update, Personnel, and Student Matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: January 3, 2017
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: December 2016

PAYMENT OF BILLS: December 2016
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$ 10,068,050.90
Food Service Fund	\$ 151,918.57
Capital Reserve Fund	\$ 478,559.22
2015 Construction Fund	\$ 45,992.43
2016 Construction Fund	\$ 943,619.85
Student Activity Fund	\$ 39,099.09

Item 1. **Review of School Board Meeting Agenda** – Mr. Long

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

A. Approval of LCCTC 2017-2018 Proposed Budget Resolution

B. Approval of 2017-2018 Proposed Preliminary Budget

Explanation: This resolution is to approve the proposed preliminary 2017-2018 budget and will allow the district to seek approval from the Pennsylvania Department of Education for the possible use of Act 1 referendum exceptions. A preliminary budget will be presented in May, 2017 and the final budget will be presented in June 2017.

C. Approval of Revised 2016-2017 Calendar

Explanation: The early dismissal scheduled for May 19, 2017 will be moved to May 12, 2017 to coincide with the date of the Prom.

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

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

B. Tax Exonerations (see page 4)

C. HS Mixing Valve Replacement Proposal with Williams Service Company (see pages 5-6)

Explanation: To replace a faulty and leaking mixing valve at the high school.

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 pages 7-8)

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

Professional Employees

Employee F34 – Family Medical - on or before April 15, 2017– end of 2016-2017 school year

Employee F35 – Family Medical - on or before February 25, 2017 through May 7, 2017

C. Resignation of the individuals listed per the effective date:

Beth Michener - Letort Health Room Assistant - Effective 1/30/17

Melissa Greiner - Central Manor Enrollment Related Aide - Effective 1/6/17

Vonda Smoker - High School Food Service - Effective 2/22/17

Sharon King - Pequea Food Service - Effective 1/17/17

D. Mentors for the 2016-2017 spring semester (see page 9)

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT JANUARY 17, 2017
 REAL ESTATE TAX EXONERATION
 2016 REAL ESTATE TAX EXONERATION

<u>BILL NO.</u>	<u>NAME</u>	<u>TAX PARCEL</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
51016-3-1578	SHIRK LANCE & SANDRA	5106865600000	BUILDING REMOVED	\$ 62,800.00	\$ 1,210.16

PEQUEA TOWNSHIP

WORK PROPOSAL

December 14, 2016

Denny Coleman
Penn Manor School District
100 East Cottage Avenue
Millersville, PA 17516

SUBJECT: PENN MANOR HIGH SCHOOL MIXING VALVE REPLACEMENT

We are pleased to submit our proposal to perform the following scope of work for this project.

We will furnish and install the following:

ONE (1) HONEYWELL 3" FLANGED MIXING VALVE WITH GASKETS, HONEYWELL ACTUATOR AND ADAPTER BRACKET TO REPLACE THE LEAKING VALVE.

- ISOLATE SYSTEM
- DISCONNECT AND REMOVE THE EXISTING VALVE AND ACTUATOR
- INSTALL THE NEW PARTS
- CONNECT WIRING
- START UP AND TEST OPERATION

Our price for this project is: \$5,580.00

This price includes all labor and miscellaneous material for a complete installation. This price is based on the entire job being done during normal working hours and without scheduling restrictions during these hours. If other installation requirements become necessary, we reserve the right to amend the price if necessary.

The above price shall remain in effect for 30 days from the date of this proposal, at which time we reserve the right to amend or withdraw it. The terms are as follows: Net 30 days from completion. A service charge of 2% per month will be made on all overdue accounts, which is a 24% annual rate.

The customer will be responsible for any legal fees and associated costs incurred by Williams Service Company in the collection of any amount due and owing to Williams Service Company. The parties agree that the laws of Pennsylvania apply, and that venue is proper in York County, Pennsylvania.

Williams Service Company's warranty policies are as follows: Workmanship for installation services shall be warranted for one year after start-up. All new equipment will carry the original manufacturer's warranty. Workmanship for repairs shall be warranted for ninety days from the date of repair. All parts replaced by Williams Service Company will be warranted for one year.

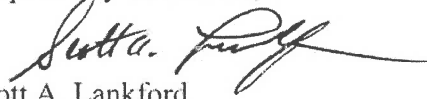
Williams Service Company will not be liable for delay caused by any other contractor, owner, Architect-Engineer, or act of God beyond our control. In the event of such delays, Williams Service Company will be entitled to an extension of time and or cost adjustments to the contract price if necessary.

Handling, abatement, or disposal on or off site of any hazardous or toxic substance is not part of this proposal. The owner will be responsible for the removal of this material using his or her own personnel or providing a sub contractor to perform the work under direct contract with the owner.

This contract covers the complete understanding between the parties and shall become a valid contract only when signed by the Purchaser. No verbal representations shall be binding on either party.

The person signing this contract warrants that they have full power and authority to bind Purchaser to the terms and conditions herein.

Respectfully Submitted,


Scott A. Lankford
Service Manager

SAL/ep

ACCEPTED BY: _____ DATE: _____
COMM/PENN MANOR SCHOOL DISTRICT/WP PENN MANOR HIGH SCHOOL-MIXING VALVE REPLACEMENT-121416

PENN MANOR SCHOOL DISTRICT

January 17, 2017 Board Agenda

New employees for the 2016-2017 school year:

Bechtel, Thomas J. – secondary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$43,087, [\$21,316.38 prorated 93 days plus 1 in-service day], pending receipt of required documents. Assignment: Social Studies Teacher/Penn Manor High School

Mr. Bechtel graduated from Millersville University in May 2016 with a BS in social studies. TJ completed his student teacher assignment at Penn Manor High School. He has been an extended day-to-day substitute teaching social studies at the high school since December 2016.

Geiter, Brittany L. – elementary professional employee, 50%, part-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$43,087 prorated 50% \$21,543.50 [\$10,771.75 prorated 93 days at 50%], pending receipt of required documents. Assignment: 50%/Kindergarten Teacher/A.M. Session/Hambright Elementary School

Mrs. Geiter graduated from West Chester University in May 2007 with a BS in elementary education K-6. Brittany worked as an extended day-to-day substitute for Substitute Teacher Service and has taught in this same position since the beginning of the 2016-2017 school year.

Reburn, Beth W. – secondary professional employee, full-time, long-term substitute, second semester, B.S. +24 Degree, 4 years experience, Step 5, \$46,621 + \$1,200 = \$47,821, [\$23,407.17 prorated 93 days plus 1 in-service day, no pay on 1/17/17], pending receipt of required documents. Assignment: Learning Support/English Teacher/Penn Manor High School

Ms. Reburn earned a BA in Government from Shippensburg University in 1992 and her post baccalaureate certificate in elementary education from West Chester University in May 2006. She received her special education certification from Immaculata University in May 2010. Beth has taught learning support classes at Harford County Public Schools in Maryland for three years and was a long-term substitute at Manheim Township School District and Kennett Consolidated School District.

Change in status [*] for the 2016-2017 school year:

Barben, Joshua R.* – secondary professional employee, full-time, permanent position, effective 1/17/2017, B.S. Degree, .51 year experience, Step 2, \$43,189, [\$21,139.83 prorated 93 days], pending receipt of required documents. Assignment: Social Studies Teacher/Penn Manor High School

Mr. Barben graduated from Lebanon Valley College in May 2014 with a BS in Citizenship 7-12. Joshua was a long-term substitute with the district teaching social studies at the high school, semester 1 of this school year.

Jones, Matthew D.* - elementary professional employee, full-time, permanent position, second semester, Grade 4 Teacher, Central Manor Elementary School [change from Hambright Elementary School] correction from January 3 board meeting

Support Staff Personnel Action Items

Board	Last	First	Position	Building	Hours per	Days per	Rate	Status	Total Overall
Action	Name	Name			Day	Year			Daily Hours
1/17/17	* BATES	DIANNE	TECHNOLOGY DATA SPECIALIST	Manor MS	8	261	\$ 24.47	Permanent	8 Effective 12/1/16
1/17/17	* BARLEY	LORI	12 MONTH SECRETARY - PAYROLL	District Office	8	261	\$ 17.00	Permanent	8 Effective 1/3/17
1/17/17	* ANTES	DIANNA	12 MONTH CUSTODIAN	Hambright	8	261	\$ 11.44	Building change from High School	8 Effective 12/27/16
1/17/17	* CAMERON	CHRISTOPHER	12 MONTH CUSTODIAN	High School	8	261	\$ 12.72	Building change from Martic/Pequa	8 Effective 1/9/17
1/17/17	* GEIGER	KATHY	12 MONTH CUSTODIAN	Letort	8	261	\$ 11.86	Building change from Marticville MS	8 Effective 1/9/17
1/17/17	* GROFF	DANE	12 MONTH CUSTODIAN	District	8	261	\$ 11.86	Building change from High School	8 Change to Floating Custodian, Effective 1/16/17
1/17/17	SPENCER	STEVEN	12 MONTH CUSTODIAN	High School	8	261	\$ 12.30	Permanent	8 Effective 12/27/16
1/17/17	LEWIS	LISA	TECHNOLOGY BUILDING AIDE	Manor MS	5.5	180	\$ 11.44	Permanent	5.5 Effective 1/9/17
1/17/17	* PERKINS	LAVINIA	READY TO LEARN AIDE	Conestoga	5	180	\$ 9.28	For the 2016-17 school year only	5 4 days per week, effective 1/9/17
1/17/17	HILL	KARLEY	ENROLLMENT RELATED AIDE	Central Manor	5	180	\$ 9.28	For the 2016-17 school year only	5 Effective 1/9/17
1/17/17	NOLL	EMILY	SUBSTITUTE LPN SCHOOL NURSE	District	As Needed	180	Sub Rate	Permanent	As Needed Effective 1/4/17
1/17/17	* ADAMS	AMBER	SUBSTITUTE BUILDING AIDE	District	As Needed	180	Sub Rate	Permanent	As Needed Effective 1/3/17

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

2016-2017 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name	Stipend
Joshua R. Barben	High School	Social Studies	Full-time, Permanent/1/17/17	Streeter S. Stuart, III	\$450.00
Thomas J. Bechtel	High School	Social Studies	LTS/Semester 2	Eric C. Urban	\$450.00
Brittany L. Geiter	Hambright	50%, Kindergarten	LTS/Semester 2	Antonella B. Kirchner	\$450.00
Courtney M. Heiser	High School	Math	LTS/Semester 2	Elizabeth D. Bender	\$450.00
Matthew D. Jones	Central Manor	Grade 4	Full-time, Permanent/Semester 2	Rebecca L. Eichler	\$450.00
Sophie J. Pearson	Hambright	Learning Support	Full-time, Permanent/Effective 1/4/17	Julie A. Yost	\$450.00
Beth W. Reburn	High School	Learning Support/English	LTS/Semester 2	Karen M. Hallett	\$450.00
Matthew T. Schuck	Central Manor	Emotional Support	Full-time, Permanent/Semester 2	Jessica A. Klube	\$450.00
Emily E. Simmons	Martic	Grade 1	LTS/Semester 2	Tricia L. Adams	\$450.00
Lindsey A. Willcox	Multi-buildings TBD	Speech & Language Impaired	Full-time, Permanent/Effective date 2/21/17	Jamie L. O'Brien	\$450.00