

Agenda – Committee of the Whole  
Penn Manor School District  
Tuesday, January 19, 2016  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

5:30 Personnel  
6:40 Student Matter

**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 1, 2016 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 personnel and a student matter.

ROLL CALL:

APPROVAL OF MINUTES: January 4, 2016  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Cece Minnick and Shawn Stone

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**RECOGNITION OF SCHOOL BOARD MEMBERS** – School Director Recognition Month

**Item 1.** Conestoga Renovation Planning – Dr. Leichliter & Dr. Egan  
(7:20 – 7:30)

*Explanation: Dr. Leichter and Dr. Egan will review the finalized arrangements for class placements in other school buildings during the 2016-2017 renovation project.*

**Information Only**

**Item 2.**  
(7:30 – 7:45)

CTC Proposed 2016-2017 General Fund Budget - Mr. Straub & Dr. Leichter

*Explanation: Mr. Straub and Dr. Leichter will provide an overview of the 2016-2017 budget.*

**Approval for Placement on January 19 School Board Meeting Agenda**

**Item 3.**  
(7:45 – 8:05)

Preliminary Budget - Mr. Johnston

*Explanation: Mr. Johnston will present the 2016-2017 preliminary budget for adoption by the board*

**Approval for Placement on January 19 School Board Meeting Agenda**

**Item 4.**  
(8:05 – 8:20)

Capital Projects Budget - Mr. Johnston

*Explanation: A review of the proposed Capital Projects budget for 2016-2017.*

**Approval for Placement on February 1 School Board Meeting Agenda**

**Item 5.**  
(8:20 – 8:30)

Revised Human Resources Director Job Description – Dr. Leichter  
(see pages 3-5)

*Explanation: Dr. Leichter will review the revised job description.*

**For Placement on January 19 School Board 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.

## **Penn Manor School District**

**TITLE:** Human Resources Director

**DATE:** May 18, 2015

**REVISED:** January 19, 2016

**REPORTS TO:** Business Manager

**APPROVED BY:**

**SUMMARY:** Under the leadership of the Business Manager, the Human Resources Director provides necessary expertise and supervision for all aspects of Human Resources systems administered by the Penn Manor School District in accord with the School Board policies, districtwide administrative regulations, and directives from the Business Manager.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide visionary and strategic leadership in human resources to Business Manager, Superintendent, Board of School Directors, Leadership Team, Administration Personnel and staff.
2. Acts as chief communicator and facilitator for all human resource plans and programs.
3. Analyze, maintain, and update district policies, protocols and procedures related to human resources functions. Ensure compliance with relevant Federal and State laws and regulations, and manage distribution of updated policies and procedures to various employee groups as appropriate.
4. Provide the leadership and direction for the Human Resource department, ensuring efficient, confidential, and accurate enforcement of policies, procedures, and benefit plans for all employee groups.
5. In cooperation with the Human Resources Generalist provide the leadership of the employee entry and on-boarding process, daily details of which are handled by the human resources support staff, ensuring proper tracking and communication of this process with appropriate personnel throughout the district.
6. In cooperation with the Human Resource Generalist provide the leadership to manage benefit programs of the district, working with district administration on the implementation of new benefit programs, and implementation of changes in benefit programs as appropriate.
7. Coordinate the upkeep of all job descriptions and develop job descriptions for new positions as needed. Assign to appropriate pay range and employee classification in consultation with leadership and/or administrators, managers or supervisors.
8. Working in collaboration with the Business Manager, establishing a system of communication between payroll and human resources to ensure accurate dissemination of information for all hiring, promotion, discipline, and benefit related issues.
9. Provide oversight of record retention for Pennsylvania Department of Education required employee qualifications, including appropriate and highly qualified teaching certifications, professional education, and other required credentials.
10. Oversee employee and volunteer clearance policy and procedures.
11. Resolve Pennsylvania Human Relations Commission, Workers' Compensation, and Unemployment claims in a timely manner, coordinating legal guidance and communication with other administrators and outside agencies.
12. Coordinate investigations where appropriate relating to employee complaints, grievances, and discipline.
13. Develop Support Staff training programs, including professional development and education programs related to harassment prevention, safety, and other relevant topics.
14. Perform other duties as assigned by the Business Manager.



<b>QUALIFICATIONS:</b>	<p>Five (5) to seven (7) years' experience in human resource administration preferred</p> <p>Bachelor's degree required, Master's preferred, in Human Resources Administration with a focus in Management and/or Labor Relations, or other relevant discipline</p> <p>Knowledge of school code, employment law and Pennsylvania Department of Education certification regulations,</p> <p>PHR/SPHR Certification required</p> <p>A valid Pennsylvania driver's license and access to personal transportation is required</p> <p>Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)</p> <p>Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)</p> <p>Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994</p> <p>Submission of Federal Criminal History Record in accordance with Act 114 of 2006</p> <p>Such alternatives to the above qualifications as the Board may find appropriate and acceptable</p>
<b>PHYSICAL DEMANDS:</b>	<p>Ability to reach above and below the waist</p> <p>Ability to use fingers to pick, feel and grasp objects</p> <p>Ability to lift and/or carry supplies and/or equipment weighing no more than 50 lbs.</p> <p>Ability to mostly sit with some walking and standing or moving throughout the work environment</p>
<b>SENSORY ABILITIES:</b>	<p>Visual acuity</p> <p>Auditory acuity</p>
<b>WORK ENVIRONMENT:</b>	<p>Normal school building environment</p> <p>Subject to inside environmental conditions</p>
<b>TEMPERAMENT:</b>	<p>Must possess excellent interpersonal skills</p> <p>Must be able to work in an environment with frequent interruptions</p> <p>Able to make judgments and work under high level of stress</p>
<b>COGNITIVE ABILITY:</b>	<p>Ability to communicate effectively</p> <p>Ability to organize tasks</p> <p>Ability to handle multiple tasks</p> <p>Ability to exercise good judgment</p> <p>Ability to interpret, analyze, and problem solve detailed and highly technical written and verbal communications</p>

**SPECIFIC SKILLS:**

Good oral and written communication skills and the ability to present information effectively.  
Exceptional attention to detail  
Excellent problem solving skills  
Maturity and integrity when handling confidential data  
Flexibility and capability to manage multiple tasks  
Ability to prioritize and work both independently and within a team

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

Agenda – School Board Meeting  
Penn Manor School District  
Tuesday, January 19, 2016  
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 1, 2016 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 personnel and student matter.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:                      January 4, 2016  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT:                      December 2015

PAYMENT OF BILLS:                              December 2015  
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	4,562,761.96
Cafeteria Fund	\$	132,063.41
Capital Reserve Fund	\$	11,943.39

2015 Construction Fund	\$	1,676,166.66
Student Activity Fund	\$	52,972.60

**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 2016-2017 Proposed Budget Resolution
- B.    Approval of 2016-2017 Proposed Preliminary Budget

*Explanation: This resolution is to approve the proposed preliminary 2016-2017 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, 2016 and the final budget will be presented in June 2016.*

- C.    Approval of Revised Human Resources Director Job Description
- D.    Contract Approval - Elaine Torres, Spanish speaking psychologist, for 30 hours at \$75.00 per hour to conduct two special education evaluations

**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.    Affiliation Agreement for Student Teacher Placement with Elizabethtown College.

*Explanation: Student teachers will be placed at Penn Manor from the Elizabethtown College.*

**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 2015-2016 school year (see pages 4-5).
- B.    Leave to the individuals according to the terms listed:

Classified Employees

*Employee E23-* Designated Family Medical – Nov. 16, 2015 – January 3, 2016

*Employee E24-* Designated Family Medical – Nov. 24, 2015 – December 17, 2015



- C.     Resignation of the individuals listed per the effective date:  
          Alexandra Coulton, Health Room Assistant-LPN, High School, effective 1/7/16  
          Cherie Oswald, ERA, Central Manor, effective 12/23/15
- D.     Mentor for the 2015-2016 spring semester as listed:  
          Dawn Janssen for Jenna Fisher – Elementary Health & P.E.             \$450.00

## ADJOURNMENT

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PENN MANOR SCHOOL DISTRICT

January 19, 2016 Board Agenda

New employee for the 2015-2016 school year:

Fisher, Jenna L. – elementary professional employee, full-time, long-term substitute, effective February 1, 2016, Masters' +15 Degree, no experience, Step 1, \$48,546 [\$21,717.95 prorated 85 days].  
Assignment: Physical Education Teacher/Central Manor Elementary School

*Mrs. Fisher graduated from West Chester University in 2006 with a BS in Health/Physical Education and earned her Masters' Degree in School Health Education in 2009. Jenna has worked as a health/physical education teacher and field hockey and lacrosse coach at West Chester Area School District since 2007. Jenna, and her husband, Jeffrey (a PM graduate), reside in Coatesville but are looking to move to the Penn Manor School District. They have a two-year old daughter, Zoey and a five month old daughter, Quinn.*

Change in status [\*] for the 2015-2016 school year:

Janssen, Dawn M.\* – elementary professional employee, full-time, permanent position, [change from Central Manor Elementary School]. Assignment: Physical Education Teacher/Martic/Pequea Elementary Schools

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
1/19/2016	HARRIS	TIMOTHY	COMMUNITY RELATIONS INTERN	DISTRICT	AS NEEDED	AS NEEDED	\$9.14	For the 2015-2016 School Year Only	0-10 hrs per week	Effective 1/4/16
1/19/2016	MARTIN	JULIE	SUBSTITUTE BUILDING AIDE	CENTRAL MANOR	AS NEEDED	AS NEEDED	SUB RATE	For the 2015-2016 School Year Only	AS NEEDED	Effective 1/6/16
1/19/2016	JURGAITIS	CHARLENE	SUBSTITUTE BUILDING AIDE	CENTRAL MANOR	AS NEEDED	AS NEEDED	SUB RATE	For the 2015-2016 School Year Only	AS NEEDED	Effective 1/8/16
1/19/2016	SANDT	KAREN	ERA-ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-2016 School Year Only	5.00	Effective 1/11/16