

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 2, 2016
Manor Middle School – Board Room

WORKSHOP

5:00 Budget

EXECUTIVE SESSION

6:00 Evaluation of the Superintendent (feedback from Superintendent on review process)
6:30 Personnel: Review of 4C (Leaves) & 4D (Resignations) on Voting Agenda
6:35 Student Matter: Review of 3C (Tuition Free Senior) on Voting Agenda

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, May 16, 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 Superintendent evaluation, personnel and student matter as detailed above.

ROLL CALL:

APPROVAL OF MINUTES: April 18, 2016
<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

RECOGNITION: High School Music Students

Item 1.

(7:15-7:30)

Open Campus PA Program Update – Dr. Leichliter and Mr. Reisinger

Explanation: An update on the status of the Open Campus program and a demonstration of online teaching building blocks course.

Information Only

Item 2.
(7:30 – 7:40)

The Lancaster County Academy Proposed Budget for 2016-2017
Ms. Wert

Explanation: The proposed 2016-2017 PCA budget will be presented.

Approval for Placement on the May 16 School Board Meeting Agenda

Item 3.
(7:40 – 7:55)

PSBA Policy Updates – Dr. Leichliter

Explanation: Policies 626 (Federal Fiscal Compliance), 616.2 (Travel Reimbursement), 808 (Food Service), and 827 (Conflict of Interest) will be reviewed which all relate to new requirements for inclusion in district policy in order to receive federal funds. Dr. Leichliter received these four updates last week. As there is a routine federal Title audit in May, a recommendation will be made to dispense with a first reading.

Approval for Placement on the May 2 School Board Meeting Agenda

Item 4.
(7:55 – 8:05)

RFP for Food Service Program Monitoring/Consultant Services -
Mr. Johnston

Explanation: New procurement procedures require that Food Service Monitoring/Consulting services be selected through an RFP process. The RFP would be for a one year agreement with an option for two one-year extensions.

Approval for Placement on the May 2 School Board Meeting Agenda

Item 5.
(8:05 – 8:25)

2016-2017 Proposed Final Budget – Mr. Johnston

Explanation: The 2016-2017 proposed final budget as reviewed in the board workshop will be presented. The prepared budget will then be advertised for final board approval in June.

Approval for Placement on the May 16 School Board Meeting Agenda

ADJOURNMENT

Agenda – School Board Meeting
Penn Manor School District
Monday, May 2, 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, May 16, 2016 following the Committee of the Whole meeting 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 Superintendent evaluation, personnel and student matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: April 18, 2016
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

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

- A. Conestoga Elementary School PlanCon F - Approval and submission of PlanCon Part F (Construction Documents) to the Pennsylvania Department of Education for the Conestoga Elementary School new project (PDE Project Number 3874).
- B. Awarding of Bid Approval and Notice to Proceed for Conestoga Elementary School Renovations to the lowest responsive and responsible bidder as listed below. Payment to be made from the 2016 Construction Fund.

General Construction – Perrotto Builders - \$5,940,000
 HVAC – Farfield Company - \$2,026,000
 Electrical – Hirneisen Electric, Inc. - \$1,174,000
 Plumbing – Myco Mechanical - \$694,000
 Technology – Gettle Corporation - \$296,917

- C. First and Final Reading of Revised School Board Policies - Dr. Leichliter

#626 – Federal Fiscal Compliance
 #626.1 - Travel Reimbursement – Federal Programs
 #808 - Food Services
 #827- Conflict of Interest

Explanation: Dispense with first reading and adopt the following new or revised Board Policies as recommended by the Pennsylvania School Boards Association (PSBA) policy service.

- D. RFP for Food Service Program Monitoring/Consultant Services (see pages 5-15)

Explanation: New procurement procedures require that Food Service Monitoring/Consulting services be selected through an RFP process. The RFP would be for a one year agreement with an option for two one-year extensions.

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

- A. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2016 through June 30, 2017.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2016 through June 30, 2017.

Explanation: Required by School Code.

- C. Tuition Free Senior for the remainder of the 2015-2016 school year.
 Xavier Nies

- D. Right-of-Way Agreement with PPL Electric Utilities Corporation per attached (see page 16)

Explanation: PPL needs the right-of-way as described on the attached documents as part of the Pequea Renovation project in order to relocate the pole at the corner of Bauer Avenue.

- E. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2016 through June 30, 2017.

Explanation: This is the sixth year we will participate as part of the IU13 cost savings measure. The cost has not changed from last year.

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 17)

- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 18)

- C. Leaves to the individuals according to the terms listed

Professional

Employee E38 - Family Medical - August 15, 2016 – September 26, 2016

Employee E39 - Family Medical - April 19, 2016 – June 8, 2016

Classified

Employee E40 - Family Medical - April 12, 2016 – July 5, 2016

Employee E41 - Family Medical - March 21, 2016 – March 30, 2016

- D. Resignation of the individual listed below with the effective date:

Holly Morgan, Teacher, Pequea—effective 6/8/16

Amy Stigelman, Teacher, Pequea—effective 4/29/16

- E. Professional Leaves – of the individuals listed, for the 2016-2017 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1 (see page 19).

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

- F. Pennsylvania Constable - Gary Spangenburg to provide security for the school district during the 2015-2016 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

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

Request For Proposal

For

**Food Service Program Monitoring
Consultant Services**

Penn Manor School District

Proposals must be submitted by:

Date: May 31, 2016
Time: 3:00 PM
Location: Penn Manor School District
Business Office
2950 Charlestown Road
Lancaster, PA 17603

PENN MANOR SCHOOL DISTRICT

General Information and Conditions

1. Proposals must be presented in a sealed envelope addressed as follows:

Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603
Food Service Program Monitoring Consulting Services
Attention: Chris Johnston, Business Manager

2. Requests for Proposals will be received until 3:00 pm, May 31, 2016 at the business office located at 2950 Charlestown Road, Lancaster PA 17603.
3. The proposal shall be for program monitoring and consulting only – this is not a proposal for outsourcing food service operations. For questions regarding the specifications contact Chris Johnston, Business Manager at chrisj@pennmanor.net or 717-872-9500 ext. 2237.
4. Proposals must include original copy of the RFP with each page initialed by the contractor. All proposals must be submitted on and in accordance with the forms included in this document.
5. A proposal shall include the legal name of the proposer and a statement whether the proposer is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to bind the proposer to a contract. All required signatures shall be handwritten in ink with the full name of the person executing same. Initials, stamps, photocopies or other copies, or company names may not be used in lieu of any required signature. A proposal by a corporation shall also give the State of Incorporation and have the corporate seal affixed on the signature pages of each Form of Proposal. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the proposer.
6. Proposals will provide, along with the completed proposal package, evidence demonstrating an ability to provide the requested services, including, a list of at least three (3) school districts which substantiate the proposer's capacity and qualifications.
7. All information received in response to this RFP shall become the property of the District. The District will treat such information in a confidential manner.
8. All proposals received after the time stated in the Notice to Proposers will not be considered. The proposer assumes the risk of any delay in the mail or by means of

PENN MANOR SCHOOL DISTRICT

personal delivery, the proposer assumes responsibility for having his/her proposal deposited on time at the place specified. **HOWEVER, THE BOARD OF EDUCATION OF THE PENN MANOR SCHOOL DISTRICT RESERVES THE RIGHT TO WAIVE WHAT IS DEEMED TO BE PROPOSAL OR SPECIFICATION INFORMALITIES RELATING TO A SPECIFIC PROPOSAL, TO REJECT ANY AND ALL PROPOSALS, TO RE-ADVERTISE AND INVITE NEW PROPOSALS, OR TO ACCEPT THE WHOLE OR A PART OF A PROPOSAL FROM MORE THAN ONE PROPOSER AS IN THE BOARDS' JUDGEMENT, IS IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**

9. The proposed contract will commence July 2016 for the 2016-17 school year. This contract may be renewed for two one year extensions.
10. Copies of Professional Licenses held by the proposer as well as a complete business profile/resume must be submitted.
11. Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days' notice. In the event of termination of the contract, it is the District's responsibility to pay for unpaid services performed and authorized costs incurred.

Request for Proposal

Scope of Services

The Penn Manor School District is requesting proposals for Food Service Program Monitoring Consulting Services. Consultants will be required to spend sufficient time in the District to complete the following:

- Monitor the Food Service Program per the standards and specifications established by the District
- Provide technical assistance and consulting support to the district, to facilitate continued growth and development of the food service program
- Research and recommend facility, equipment and systems improvements which are necessary to meet the changing needs of the food service program and the District.

Cost estimate

Fees for completion of all tasks described in the Scope of Services will be invoiced on a monthly basis.

Additional work not described above that is requested by the District will be invoiced at an hourly rate.

PENN MANOR SCHOOL DISTRICT

EVALUATION

The District will evaluate the responses based upon the information supplied by the consultant. Criteria for evaluations will include:

	Category	Weight
1	Qualifications	25
2	References	25
3	Experience	25
4	Cost	25

PENN MANOR SCHOOL DISTRICT

Request for Proposals for Food Service Program Monitoring Consulting Services

QUOTATION SHEET

Name of Provider: _____

Contact Name and Title: _____

Address: _____

Telephone #: _____

Website/Email: _____

Cost Estimate –Monthly Fee: _____

Estimated Hours Required - Monthly: _____

Cost Estimate – Hourly Fee: _____

Rate information that would be included in a potential agreement with the District must be submitted for each proposal.

PENN MANOR SCHOOL DISTRICT

References

Proposer : _____

EXPERIENCE

School District/Private School	Contact Name	Telephone	Dates of Service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Date

** Use additional pages if necessary

PENN MANOR SCHOOL DISTRICT

AFFIDAVIT

THIS FORM MUST BE SIGNED AND NOTARIZED

_____, being duly sworn, deposes and says, that as an

Owner/operator of : _____:

I hereby further represent to the _____ School District that (check any that apply)

_____ (A) The criminal history check will reveal that the owners/officers of this corporation have no criminal history.

_____ (B) The criminal history check will indicate that any of the owners/officers have been convicted of a crime.

_____ (C) The criminal history check will indicate that any of the owners/officers have a pending criminal charge

_____ (D) The corporation and or officers/owners have had any lawsuits filed against them

_____ (E) The corporation and or officers/owners have any pending lawsuits filed against them

If any of the above (B-C) were checked, I hereby provide the following details explaining my answer. Include at the minimum, the date(s) of conviction(s) and /or charge(s); for what crime(s) you were convicted or charged with; the jurisdiction(s) by which you were convicted or charged.

If any of the above (D-E) were checked, I hereby provide the following details explaining my answer. Include at the minimum, the date(s) the lawsuit(s) was filed; the reason for the lawsuit(s); the jurisdiction(s) where the lawsuit(s) was filed and the outcome(s) of the lawsuit(s).

PENN MANOR SCHOOL DISTRICT

I understand that my completion and submission of this Affidavit is just one part of the proposal process. I certify that my statements in this Affidavit and in any explanatory enclosures are, to the best of my knowledge and belief, true and correct, and that any omission and/or misstatement of any material fact(s) may cause the District to: (A) reject the submission of this proposal, (B) revoke any award of contract from the Board of Education; and/or terminate the contract and any fees pending.

Subscribed and sworn to before me

this ____ day of _____, 2016

(Person, Firm, or corporation)

Notary Public

(Authorized Signature)

PENN MANOR SCHOOL DISTRICT

**CONFLICT OF INTEREST CERTIFICATION
THIS FORM MUST BE SIGNED AND NOTARIZED**

Name of Proposer _____

Business Address _____

Telephone Number _____ Date of Proposal _____

The proposer above mentioned declares and certifies:

- First That the said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
- Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third That no member of the Board of Education of the Penn Manor School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
- Fourth That said proposer has carefully examined the instructions, schedules, and specifications prepared under the direction of the board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
- Fifth That the prices quoted are net and exclusive of all federal, state, and municipal sales and excise taxes.
- Sixth The following non-collusive proposal certification applies to this proposal.

Subscribed and sworn to before me

this ____ day of _____, 2016

(Person, Firm, or corporation)

Notary Public

(Authorized Signature)

PENN MANOR SCHOOL DISTRICT

NON-COLLUSIVE PROPOSAL CERTIFICATION

THIS FORM MUST BE SIGNED AND NOTARIZED

By Chapter 675 of the Laws of 1966, Section 103-D, Statement of Non-Collusion in proposals and request for proposals to political subdivision of the State: Every proposal made to a political subdivision of the state or any public department, agency or official thereof where competitive proposals are required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer, and affirmed by such proposer as true under the penalties of perjury: Non-collusive proposal certification.

a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor, or potential competitor.

2) Unless otherwise required by law, the prices which have been quoted on this proposal have not been knowingly disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor or potential competitor, and

3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

b) Any proposal made by a corporate proposer shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the including therein of the certificate as to non-collusion as the act and deed of the corporation.

Furthermore, that the proposer is legally competent and authorized to submit a proposal; that said proposer has carefully examined the instructions, schedules and specifications and if successful will furnish and deliver, at the prices proposed and within the time stipulated, all the materials, supplies, apparatus, goods, service and labor for which this proposal is made; that in the event of the failure of the undersigned proposer to perform the services contained in the proposal the Board of Education of the South Orangetown CSD will implement the controls as outlined in the performance bond; that the proposer agrees to comply with applicable labor and other laws as detailed in the request for proposal.

Subscribed and sworn to before me

this ____ day of _____, 2016

(Person, Firm, or corporation)

Notary Public

(Authorized Signature)

Commission Expires _____

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Proposer's Initials: _____

PENN MANOR SCHOOL DISTRICT

HOLD HARMLESS AGREEMENT
THIS FORM MUST BE SIGNED AND NOTARIZED

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE PROPOSER AGREES TO HOLD HARMLESS AND INDEMNIFY THE PENN MANOR SCHOOL DISTRICT, THEIR BOARD OF EDUCATION, ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE SCHOOL DISTRICT FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE PROPOSER, ITS AGENTS, SERVANTS, OR EMPLOYEES, OR ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT.

HOWEVER CAUSED, ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR, OR OMISSION OF THE CONTRACTOR, ITS AGENTS, OR EMPLOYEES OR ANY PERSON, FIRM, OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.

THE ASSUMPTION OR INDEMNITY, LIABILITY, AND LOSS HEREUNDER SHALL SURVIVE CONTRACTOR'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THIS CONTRACT.

THE CONTRACTOR AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY SUCH LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THE SCHOOL DISTRICT, THE BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE SCHOOL DISTRICT ON ANY CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGMENT THAT MAY BE RENDERED AGAINST THE SCHOOL DISTRICT, THE BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE SCHOOL DISTRICT.

THIS INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND, OR WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT CONTRACTOR MAY DEEM THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES, AND INDIVIDUALS NAMED

ABOVE FROM ANY LIABILITY, COST, OR JUDGMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE CONTRACTOR.

Subscribed and sworn to before me

this ____ day of _____, 2016 _____
(Person, Firm, or corporation)

Notary Public

(Authorized Signature)

Prepared by: PPL Electric Utilities
Return to: PPL Electric Utilities
ROW Department
Michael L. Price
501 N. Reading Road
Ephrata, PA 17522

Form 4337F (8/2014)

W.O. Number:							
5	8	1	0	5	6	5	1



GRANT OF RIGHT-OF-WAY
Corporation

KNOW ALL MEN BY THESE PRESENTS, That Penn Manor School District, a non-profit corporation of Pennsylvania hereinafter called "GRANTOR", intending to be legally bound, does hereby for itself and its successors and assigns grant unto **PPL ELECTRIC UTILITIES CORPORATION ("PPL")**, its successors and assigns, the right to construct, reconstruct, operate and maintain its electric and communication facilities consisting of ONE (1) POLE AND OVERHEAD facilities including such other wires, cables, fixtures and apparatus necessary for the convenient transaction of the business of PPL, upon, across, over, under and along the property identified as County Tax Parcel No. 5101732100000 which the undersigned owns or has any interest located along Millwood Road situate in the Township of Pequea, County of Lancaster, Commonwealth of Pennsylvania; including the right of ingress and egress to and from the said lines for any of the aforesaid purposes; also the right to cut down no trees within zero (0) feet each side of centerline of the electric/communication line and the right to trim any and all trees within twenty-five (25) feet each side of centerline of the electric/communication line and to remove brush along said lines which in the judgment of said PPL menace the said lines; and also the right to permit the attachment of wires and cables of any other person or company to said poles. Any poles or facilities erected hereunder along a highway, whether within or outside the highway limits, may be relocated to conform to new or relocated highway limits. PPL shall restore the property to substantially the same condition that the property was in prior to installation, maintenance or repair of the electric facilities.

IN WITNESS WHEREOF, Grantor has caused this agreement to be executed in its corporate name by its proper officers, this _____ day of _____, 2016.

ATTEST:

Penn Manor School District
By:

Secretary

Name: J. Kenneth Long
Title: President

PENN MANOR SCHOOL DISTRICT

May 2, 2016 Board Agenda

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

Beard, Christina A.* – elementary professional employee, full-time, permanent position, [change from secondary professional employee/Learning Support Teacher/Manor Middle School]. Assignment: Learning Support Teacher/Elementary Multi-Buildings/TBD

Binkley, Jason A.* – elementary professional employee, full-time, permanent position, [change from Physical Education/Conestoga/Letort/Pequea Elementary Schools]. Assignment: Physical Education/Central Manor Elementary

Bohannon, Lisa M.* – elementary professional employee, full-time, permanent position, [change from Grade 3 Teacher/Martic Elementary School/Semesters 1&2]. Assignment: Academic Support Teacher/Conestoga Elementary School/Semester 1; Grade 3/Martic Elementary School/Semester 2

Brill, Jourdan L.* – elementary professional employee, full-time, permanent position, [change from Grade 2 Teacher/Martic Elementary School]. Assignment: Kindergarten Teacher/Central Manor Elementary School

Gerhart, Alisha A.* – secondary professional employee, full-time, permanent position, [change from elementary/secondary professional employee/Technology Education Teacher/Eshleman/Letort Elementary Schools/High School]. Assignment: Technology Education Teacher/Penn Manor High School

Helwig, Ann M.* – elementary professional employee, full-time, permanent position, [change from Kindergarten Teacher/Hambright Elementary School]. Assignment: Grade 4 Teacher/Pequea Elementary School

Kyper, Margaret A.* – elementary professional employee, full-time, permanent position, [change from Grade 4 Teacher/Pequea Elementary School]. Assignment: Kindergarten Teacher/Hambright Elementary School

McCabe, Steven J.* – elementary professional employee, full-time, permanent position, [change from elementary/secondary professional employee/Health & Physical Education Teacher/Eshleman Elementary School/High School]. Assignment: Physical Education Teacher/Eshleman/Letort Elementary Schools

Martin, Stephanie G.* – elementary professional employee, full-time, permanent position, [change from Learning Support Teacher/Elementary Multi-Buildings]. Assignment: Learning Support Teacher/Pequea Elementary School

Sangrey, Kara N.* – elementary professional employee, full-time, permanent position, [change from Learning Support Teacher/Letort Elementary School/minus special education stipend]. Assignment: Grade 3 Teacher/Pequea Elementary School

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	Notes
5/2/2016	* SUGDEN	MELISSA	FOOD SERVICE WORKER	MANOR MIDDLE	29.0 WEEKLY	180	\$9.42	PERMANENT	29.0 weekly	Effective 4/18/16
5/2/2016	* FREY	HEIDI	FOOD SERVICE WORKER	MANOR MIDDLE	28.5 WEEKLY	180	\$12.33	PERMANENT	28.50 weekly	Effective 4/26/16
5/2/2016	MYERS	KYLEE	ERA-ACADEMIC SUPPORT	Marticville Middle/Martic	5.00	180	\$9.14	PERMANENT	5.00	Effective 4/22/16
5/2/2016	WALL	KYLE	BUS AIDE	MARTIC/ CONESTOGA	3.00	180	\$9.14	PERMANENT	3.00	Effective 4/22/16
5/2/2016	MAYERS	HEATHER	SUBSTITUTE HEALTH ROOM NURSE ASSIST--LPN	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	PERMANENT	AS NEEDED	Effective 4/22/16

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

PROFESSIONAL DEVELOPMENT LEAVE REQUESTS – 2016-2017 SCHOOL YEAR

As per the Penn Manor School District Compensated Professional Leave Policy #338.1, all applicants have filed the proper forms and hearings before the committee have been held. Please refer to the following brief description of each request.

Karen Braun – Committee (Dr. Leichliter, Mrs. Chiodi, and Dr. Cox) recommends approval for the first semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

Frank Dell'Estate – Committee (Dr. Leichliter, Mrs. Chiodi, and Dr. Gale) recommends approval for the second semester at full pay for the purpose of study pending appropriate documentation of courses. He will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

Beth Corl – Committee (Dr. Leichliter, Mrs. Chiodi, and Mrs. Baker) recommends approval for the first semester at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

Beth Martin – Committee (Dr. Leichliter, Mrs. Chiodi, and Mr. Howe) recommends approval for the second semester at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with the Compensated Professional Leave Policy.

May 2, 2016 School Board