

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, October 2, 2017  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

**6:35**

Personnel (review of items 4B and 4C)

**6:40**

Student Matter (review of 3A)

**COMMITTEE OF THE WHOLE**

**7:00**

CALL TO ORDER: Mr. Rintz

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, October 16, 2017 at 7:00 p.m. in the Board Room of Manor Middle School.

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

ROLL CALL:

APPROVAL OF MINUTES: September 18, 2017  
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

RECOGNITION OF MARIA VITA

INTRODUCTION OF NEW TEACHER

**Item 1.** Introduction of New Head Baseball Coach – Mr. Roth  
(7:15-7:25)

Streeter Stuart – Head Baseball Coach

**For Information Only**

**Item 2.**  
(7:25 – 7:50)

Chapter 339 Presentation – Dr. Shaffer and Mrs. Ostrowski

*Explanation: Chapter 339 is a mandate from the Pennsylvania Department of Education and relates to counseling services for career planning.*

**Approval for Placement on the October 2, 2017 Board Meeting Agenda**

**Item 3.**  
(7:50 - 8:05)

2017-2018 Special Education Enrollments – Dr. Kreider

*Explanation: Dr. Kreider will review staffing implications related to new enrollees in the school district.*

**Information Only**

**Item 4.**  
(8:05-8:15)

Update on Band Truck Vehicle – Dr. Leichliter

*Explanation: Dr. Leichliter will update the School Board on the recommendation from the administration regarding a vehicle to transport equipment for the Penn Manor Marching Unit.*

**Information Only**

**Item 5.**  
(8:15 – 8:25)

Act 1 Index – Mr. Johnston

*Explanation: As per the budget calendar, Mr. Johnston will share the Act 1 Base Index and Adjusted Index for 2018-2019 fiscal year.*

**Information Only**

**Item 6.**  
(8:25-8:35)

Conestoga Change Orders - Mr. Johnston

*Explanation: On September 18 the School Board tabled an action item related to payment of change orders to the general contractor for Conestoga Elementary School. Mr. Johnston will review further information requested by the board at that meeting.*

**Motion to remove from Table for Placement on the October 2, 2017 Board Meeting Agenda**

ADJOURNMENT

Agenda – School Board Meeting  
Penn Manor School District  
Monday, October 2, 2017  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE                      Mr. Rintz

FLAG SALUTE:                              Mr. Rintz

NEXT MEETING:                              The next scheduled meeting of the Penn Manor School Board will be held on Monday, October 16, 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 Personnel and Student Matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES:                      September 18, 2017  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

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

A.                      Chapter 339 Guidance Plan and Services

*Explanation: Chapter 339 is a mandate from the Pennsylvania Department of Education and relates to counseling services for career planning.*

**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. Elementary Mowing Services – with Tucquan Property Services LLC to provide mowing and String Trimming at six elementary schools per the attached proposal (see page 4)

*Explanation: The proposal covers mowing and string trimming at all elementary schools except Hambright for the 2018 calendar year. The district currently covers mowing at Comet Field, the High School, Marticville Middle School and the Manor Middle School/Hambright campus.*

- C. Job Description – Technology Program Assistant (see pages 5-6)

*Explanation: The job description for this position has been revised and reviewed by PSBA. The position will be Level/Grade 7 on the Classified Salary Matrix and will be placed on Level 1 of the Administrative Support Compensation Plan for 7/1/2017 - 6/30/2021.*

- D. Audit Engagement for PlanCon Projects - with The Ronan Group, P.C. (see pages 7-9)

*Explanation: Preliminary work has been completed on the PlanCon J filings for the Hambright and the Pequea projects. This work needs to be audited before we can submit the final paperwork to close out these projects.*

- E. Eshleman Elementary School Secure Vestibule Proposal - with NRG Controls, Inc. (see page 10)

*Explanation: To provide handicap accessible entrance to the secure vestibule at Eshleman Elementary 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 2017-2018 school year (see pages 11-12)

- B. Resignation of the individuals listed per the effective date  
Leonela Miranda, Food Service, Hambright, effective 9/22/17  
Lori Barley - 12 month Secretary - Payroll, effective 10/13/17

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

Professional Employees:

*Employee G11* - Family Medical - September 14, 2017 – November 1, 2017  
[continued medical care to December 6, 2017]

*Employee G12 – Intermittent Family Medical – Sept. 27, 2017 – Sept. 28, 2018*

*Employee G13 - Child Rearing - August 24, 2017 – January 12, 2018*

Classified Employees:

*Employee G14* - Family Medical - September 5, 2017 – October 1, 2017

*Employee G15* - Family Medical - July 30, 2017 – September 30, 2017

- D. 2017-18 Spring Musical Director – John Matusek
- E. Head Swimming Coach – Eric Urban
- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2017-2018 school year:  
Melissa Sheffer

**Item 5.      Consent Agenda for Administrative Actions - Old Business – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Change Order - Conestoga Elementary School  
Change Order 6 - Add \$174,760.45 Perrotto Builders LTD.
- PCO #005R - \$14,914.61
  - PCO #012 - \$978.30
  - PCO #013R - \$15,217.99
  - PCO #014B - \$35,076.42
  - PCO #016R - \$6,673.02
  - PCO #044R - \$1,099.05
  - PCO #049 - \$1,482.47
  - PCO #061 - \$2,166.47
  - PCO #062 - \$11,616.67
  - PCO #065 - \$529.07
  - PCO #075 - \$2,570.40
  - PCO #080 - \$5,761.98
  - PCO #081R - \$60,618.60
  - PCO #082A - \$361.87
  - PCO #085 - \$425.72
  - PCO #093 - \$15,267.81

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.

*Tucquan Property Services LLC*

454 Hilldale Road  
Holtwood, PA 17532  
(717)824-2201  
[mmiller454@comcast.net](mailto:mmiller454@comcast.net)

2018 PROPOSAL

Penn Manor School District

Mowing and string trimming at: Eshleman Elementary School

Mowing	\$165.00 per cut
String Trim	\$ 67.00 every other week

Mowing and string trimming at: Letort Elementary School

Mowing	\$185.00 per cut *
String Trim	\$ 72.00 every other week

Mowing and string trimming at: Central Manor Elementary School

Mowing	\$148.00 per cut
String Trim	\$ 52.00 every other week

Mowing and string trimming at: Conestoga Elementary School

Mowing	\$134.00 per cut
String Trim	\$ 41.00 every other week

Mowing and string trimming at: Martic Elementary School

Mowing	\$170.00 per cut
String Trim	\$ 72.00 every other week

Mowing and string trimming at: Pequea Elementary School

Mowing	\$175.00 per cut **
String Trim	\$ 50.00 every other week

NOTE: \* adjustment due to area being mowed originally told to mow to tree line, mowing to cemetery above soccer field; \*\* can only use push mower in court yard

*Mike Miller*

Date

Signature

Date

## **PENN MANOR SCHOOL DISTRICT**

**TITLE:** Technology Program Assistant

**REVISED:** 20 September 2017

**REPORTS TO:** Technology Director

**APPROVED:**

**SUMMARY:** Under the leadership of the Technology Director, the Technology Program Assistant provides administrative support and technical customer assistance to ensure the smooth and efficient daily operations of the technology department. This position interfaces with staff and faculty on a continual basis and requires a high degree of interpersonal skill and human relations ability. All job functions are to be executed with high quality customer service. Customers include staff, teachers, students, parents and community members. Examples demonstrative of high quality service may include, but are not limited to prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem solving.

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

1. Serves as the initial point of contact for technology department inquiries; answers and directs inbound help desk calls, ticket requests, and customer support requests; prioritizes and escalates technical issues as needed.
2. Supports Technology Director to facilitate program operations and procedures; resolves day-to-day office problems as they arise by evaluating and making judgments.
3. Manages correspondence, communications, and calendars; coordinates and schedules department meetings and activities; assists in planning and organizing events and trainings.
4. Serves as point of administrative contact and liaison with other academic departments, individuals, and external organizations/vendors for technology issues.
5. Provides administrative and program support to student 1:1 program, including the inventory and tracking of student devices, parent notices, device status, and minor repairs.
6. Coordinates and maintains Sapphire Community Portal parent and student applications and accounts; supports parents and guardians during the account creation process.
7. Creates and coordinates technology ordering including equipment, software, and supplies; maintains accurate and updated technology inventory and asset records.
8. Manages and maintains staff and students account and security credentials for IT systems, including phones, copiers, printing, websites, and student software.
9. Enters, maintains, and updates data in content management systems, district websites, and other software systems; assists with the preparation and communication of technology reports and documentation;
10. Fosters customer relationships through ongoing issue status updates and other communications.
11. Collaborates with technology colleagues to proactively research and design customer-focused IT solutions for students, teachers and staff.
12. Performs other duties and projects assigned by the Technology Director or Leadership Team.

**QUALIFICATIONS:** 3 years' experience as an administrative assistant, background in technology or education preferred

High school diploma or equivalent is required  
Valid Pennsylvania driver's license and access to personal transportation  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

- PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.  
Ability to mostly sit with some walking and standing or moving throughout the work environment
- SENSORY ABILITIES:** Visual acuity  
Auditory acuity
- WORK ENVIRONMENT:** Normal school building environment  
Subject to inside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills and a passion for customer service  
Tenacity and a drive for accuracy and effectiveness  
Must be able to work in an environment with frequent interruptions  
Flexibility and capability to manage multiple tasks  
Ability to prioritize and work both independently and within a team
- COGNITIVE ABILITY:** Ability to communicate and write effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment  
Ability to interpret, analyze, and follow detailed written and verbal communications
- SPECIFIC SKILLS:** Must possess computer and basic troubleshooting skills  
Must possess general office/secretarial skills  
Ability to operate office equipment  
Maturity and integrity when handle confidential information

*(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.)*



September 20, 2017

To the Business Manager  
Penn Manor School District

We are pleased to confirm our understanding of the services we are to provide for Penn Manor School District.

We will audit the accompanying schedules for Project Accounting Based on Final Cost (Pages J02 and J03, and Financial Report (J04) for the Penn Manor School District (2 Projects). These schedules are the responsibility of the Penn Manor School District's management. Our responsibility is to express an opinion on these schedules based on our audit.

#### **Audit Objective**

The objective of our audit is the expression of an opinion about whether your schedules are fairly presented, in all material respects, in conformity with the Pennsylvania Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursable percentage and as describe on Page J06. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

#### **Audit Procedures**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. At the conclusion of our audit, we will require certain written representations from you about the schedules and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedules; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the schedules. We will plan and perform the audit to obtain reasonable assurance about whether the schedules are free of material misstatement, whether from (1) errors, (2) fraudulent reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the schedules. However, we will inform the appropriate level of management of any material errors, any fraudulent reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Management Responsibilities**

You agree to assume all management responsibilities for the services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the schedules in conformity with the Pennsylvania Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursable percentage and as describe on Page J06. You are also responsible for making all records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the schedules, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence. Your responsibilities include adjusting the schedules to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the schedules taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the schedules. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

### **Engagement Administration, Fees, and Other**

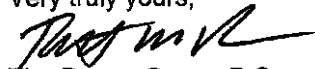
We understand that your employees will prepare all cash and other confirmations we request and will locate any documents selected by us for testing.

Timothy M. Roan is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately October 17, 2017 (or when requested) and to complete your information returns and issue our report no later than December 15, 2017 (or approximately 2 weeks after start of the engagement).

We estimate that our fees for these services will range from \$2,000 to \$2,700 for the audit (2 Projects). You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



The Ronan Group, P.C.

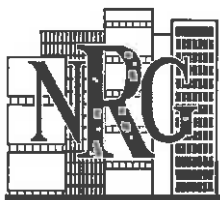
**RESPONSE:**

This letter correctly sets forth the understanding of Penn Manor School District – PlanCon J Audit

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**NRG Controls, Inc.**  
48 South Harrisburg Street  
Second Floor  
Harrisburg, PA 17113  
(717) 939-2400  
(717) 939-8583 – Fax

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**To: Tom Fluke**

**Re: Penn Manor School District  
Eshleman Elementary School Vestibule**

**Date: September 18, 2017**

Dear Tom,

NRG has been asked to replace the override switch board that controls the (3) main doors in the Eshleman ES vestibule. Scope of work is as follows:

- Provide (1) AIPhone
- Provide (1) Door Chime Accessory
- Provide installation, programming, and testing.
- "Clean up" and remove existing unused wire.

**Pricing:**

The scope of work as described above shall be provided for the investment of -----

***SIX THOUSAND FOUR HUNDRED EIGHTY DOLLARS (\$6,480)***

If you have any questions regarding this proposal, please contact me at 939-2400. Thank you for this opportunity to serve.

Sincerely,  
Nicole Calabrese  
NRG Controls, Inc.

PENN MANOR SCHOOL DISTRICT

October 2, 2017 Board Agenda

New employee for the 2017-2018 school year:

Harting, Courtney N. – secondary professional employee, full-time, permanent position, effective October 18, 2017, B.S. Degree, [2.5 years experience], Step 1, \$46,585 (\$36,531.82 prorated 145 days, plus 3 in-service days, plus 1 transition day, 10/6/17), pending receipt of required documents. Assignment: English Teacher/Penn Manor High School

*Mrs. Harting graduated Summa Cum Laude from Alvernia University in May 2013 with a BA in secondary English. Courtney has taught English to middle school and high school students in the Hillsborough County School District in Florida since 2013. She and her family are looking forward to relocating back to Pennsylvania.*

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
10/2/17	HELM	MICHAEL	CUSTODIAN - 12 MONTH	HAMBRIGHT/MANOR	8	260	\$ 11.81	Permanent	8
10/2/17	* FETTER	LESLEY	FOOD SERVICE	HIGH SCHOOL	5	180	\$ 9.58	Permanent	5
10/2/17	SHADDERS	DONNA	FOOD SERVICE	MANOR MIDDLE	5.5	180	\$ 9.58	Permanent	5.5
10/2/17	RIVERA	DESIREE	ENROLLMENT RELATED AIDE	PEQUEA	5	180	\$ 9.58	2017-18 school year only	5
10/2/17	BOLLINGER	MICHELE	READY TO LEARN AIDE	MARTIC	5	180	\$ 9.58	2017-18 school year only	5
10/2/17	HIRKO	PRISCILLA	READY TO LEARN AIDE	LETORT	5	180	\$ 9.58	2017-18 school year only	5
10/2/17	BIAGIO	MADISON	ENROLLMENT RELATED AIDE	CENTRAL MANOR	2.5	180	\$ 9.58	2017-18 school year only	2.5
10/2/17	WADE	JACKLYN	ENROLLMENT RELATED AIDE	CENTRAL MANOR	5	180	\$ 9.58	2017-18 school year only	5
10/2/17	* KREIDER	CLEONA	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed
10/2/17	* HARNISH	REBECCA	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed
10/2/17	* BARLEY	LORI	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed

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

Addendum  
Agenda – School Board Meeting  
Penn Manor School District  
Monday, October 2, 2017  
Manor Middle School – Board Room

Item 6.            **Consent Agenda for Administrative Action– The administrative staff is recommending approval of the following: (ROLL CALL)**

A.        Traffic Study by TPD, Inc. for the High School Project at a cost of \$7,000

*Explanation: A traffic study is needed for the high school project.*