

Agenda – School Board Organization Meeting
Penn Manor School District
Monday, December 5, 2011
Manor Middle School – Board Room
4:00 p.m.

CALL TO ORDER: Dr. Richard Frerichs

ROLL CALL: Holdover Members
Richard Frerichs
Johnna Friedman
Frank Hoke
Christopher Straub

Item 1. Selection of Temporary President
(Elected from holdover members only)
Richard Frerichs
Johnna Friedman
Frank Hoke
Christopher Straub

Item 2. Reading of Certificates of Election – Temporary President
Certificates for:
Amber Green
J. Kenneth Long
Carlton Rintz
Kirk Schlotzhauer
Donna Wert

Item 3. Oath of Office – Temporary President

Item 4. List of Constituted Board Membership
Ask for any necessary changes to the list (see page 3)

ROLL CALL: ALL BOARD MEMBERS

Item 5. Nomination for President
(Conducted by Temporary President)

Item 6. Election of President
 (Upon election, the President assumes the chair)

Item 7. Nomination for Vice President
 (Conducted by President)

Item 8. Election of Vice President
 (Conducted by President)

ADJOURNMENT OF THE ORGANIZATIONAL MEETING

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, 2011
Manor Middle School – Board Room

COMMITTEE OF THE WHOLE

4:20

CALL TO ORDER: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, January 2, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: November 21, 2011
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. School Psychology Presentation – Dr. Hoepfel
(4:30 – 5:15)

Explanation: Dr. Hoepfel will present an overview of school psychology services previously scheduled for a November workshop.

Information Only

Dinner
(5:15)

EXECUTIVE SESSION
(5:30 – 6:30) Negotiations and Personnel

Item 2.
(6:30 – 6:40)

Closure of Hambright Elementary School – Dr. Leichliter
(see page 4)

Explanation: The final public resolution to close Hambright will be presented. A public hearing was held in September as required by Pennsylvania School Code.

Approval for Placement on December 5 School Board Meeting Agenda

Item 3.
(6:40 – 6:55)

Resolution Not to Exceed the Index – Mr. Johnston
(see page 5)

Explanation: A resolution requested by the Board at the November 21 school board meeting will be presented for consideration.

Approval for Placement on December 5 School Board Meeting Agenda

Item 4.
(6:55 – 7:10)

Millersville 250th Anniversary Finale and Recap – Ms. Pollock

Explanation: Ms. Pollock will review the Penn Manor's involvement in the Millersville 250th celebrations.

Information Only

Item 5.
(7:10 – 7:30)

Technology Updates – Mr. Reisinger

Explanation: Mr. Reisinger will review current technology initiatives.

Information Only

Item 6.
(7:30 – 7:45)

Revised Leadership Team Job Descriptions – Dr. Leichliter
(see enclosure)

Explanation: Dr. Leichliter will present draft job descriptions for the Leadership Team as a result of the pending retirement of Ms. Pollock.

Approval for Placement on January 2 School Board Meeting Agenda

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT
Resolution Concerning Closing of Hambright Elementary School

Background. The school board has determined it is in the best interests of the school district to close the Hambright Elementary School. On September 6, 2011, the school board held a public hearing on the proposed closing of the Hambright Elementary School in accordance with School Code Section 780.

1. NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors that the Hambright Elementary School, Lancaster County, shall be permanently closed. It is the intent of the School District to close the school effective the beginning of the 2013-2014 school year. The closing of the Hambright Elementary School shall be completed, subject to the satisfaction of the following conditions: (a) sale of the school in accordance with the provisions of Section 707 of the Pennsylvania Public School Code; (b) completion of the new Hambright Elementary School on the Manor Middle School Campus; and (c) compliance with all other required legal steps.

I, Paula Howard, hereby certify that I am Secretary of Penn Manor School District, that the foregoing is a true and correct copy of a resolution adopted by the Board of School Directors of Penn Manor School District at a regular meeting thereof, duly and legally held on December 5, 2011, by the favorable vote of a majority of the members of such Board, and that the vote of each member is duly recorded in the minutes of the meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of Penn Manor School District this 5th day of December 2011.

Secretary

(School District Seal)

PENN MANOR SCHOOL DISTRICT

Accelerated Budget Opt Out Resolution
Certifying Tax Rate Within Inflation Index
(and No Need to Comply with Act 1 Accelerated Budget Procedures)
2012-2013 School Year

Background. Act 1 § 311(a), 53 P.S. § 6926.311(a), requires a new budget adoption timeline and procedure unless a school district, no later than 110 days before the primary election, adopts a resolution containing the certifications incorporated in this resolution. The deadline this year is January 5, 2012. After adoption of a resolution containing such certifications, § 311(d) authorizes a school district to comply with pre-Act 1 budget adoption rules as set forth in School Code § 687, 24 P.S. § 6-687. The School Board has reviewed the school district preliminary budget or has other information sufficient to make a determination that the budget for the next fiscal year can be funded based on maintaining current tax rates or increasing taxes by an amount less than or equal to the Act 1 index. In lieu of the new budget adoption timeline and procedure, the School Board wishes to make the required certifications and comply with pre-Act 1 budget adoption rules.

RESOLVED, that the Board of School Directors of Penn Manor School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2012-13) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 2.1%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code § 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

ADOPTED by the School Board December 5, 2011.

_____, Secretary

- B. 2012 – 2013 Resolution Not to Exceed the Index – Indicating that the district will not raise the rate of tax for the 2012-2013 fiscal year by more than the index established by the Department of Education for the district of 2.1% (see page 5).
- C. PILOT Agreement with Student Lodgings, Inc. (available upon request).

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

- A. Boundary & Topographical Survey Proposal – Diehm & Sons to provide Boundary & Topographical Survey Services and Digital Base Plan preparation for the campus and Hambright Elementary site for \$12,500 as per the attached proposal (see enclosure)

Explanation: This will provide the necessary base mapping and surveying needed for the Township Land Development process through construction documents.

- B. Substitute Custodian/Groundskeeper job description for hybrid position to aide in district grounds keeping and building custodial operations (see pages 6 – 9).

Explanation: Revision of existing position descriptions to allow for flexibility and efficiency.

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 2011-2012 school year (see pages 10 – 11).
- B. Substitute Teacher within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list:

Joshua D. Snyder

- C. Volunteer Coach for Junior High Wrestling.

Ryan Dings

ADJOURNMENT

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ADOPTED by the School Board December 5, 2011.

_____, Secretary

**PENN MANOR SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION -- Substitute Custodian/Groundskeeper

REPORTING RELATIONSHIP -- Director of Buildings and Grounds, Building Principal

WORK SCHEDULE -- 8 hours per day, 260 days per year.

Varied Shift between the hours of 6:00 AM and 9:00 PM

GENERAL POSITION REQUIREMENTS:

EDUCATION/CERTIFICATION: High School Diploma.

EXPERIENCE AND TRAINING: The following are the minimum requirements.

- a. Valid Pennsylvania Drivers License
- b. A minimum of 1 year experience in Custodial and general grounds work
- c. Knowledge of operation of equipment related to custodial and grounds work.
- d. Ability to conform to schedules and procedures necessary to insure the required daily tasks are completed. The ability to evaluate this schedule and make adjustments as needed.
- e. Ability to perform the assigned tasks with a minimum of supervision.
- f. Ability to serve as a building Head Custodian on an interim basis.

PHYSICAL CAPABILITIES: Must be able to:

- a. Stand 3 hours at one time, walk 1 hour at one time, sit 1 hour at one time.
- b. Bend/stoop, squat and reach above shoulder height occasionally.
- c. Lift and carry up to 10 pounds frequently.
- d. Lift and carry between 11 and 80 pounds occasionally.
- e. Do repetitive actions including grasping, pushing/pulling, frequent climbing, balancing, crouching, crawling, twisting/turning, feeling, hearing, talking frequently.
- f. Use head and neck in static position, flexing, and rotating frequently.

PHYSICAL ENVIRONMENT: Position encompasses entire building and grounds. Exposure to hazards include a variety of physical conditions such as closeness to moving mechanical equipment, electrical current, working on scaffolding, ladders or high places, exposure to chemicals and industrial cleaners. Exposure to atmospheric conditions that effect respiratory system or skin such as fumes, odors, dusts, mists, gases or poor ventilation. Exposure to extreme temperatures, cold and hot.

MACHINERY AND EQUIPMENT: General Custodial Equipment, automatic scrubbers, wet and dry vacuum, buffer, power tools, hand tools, painting equipment, maintenance equipment , autos, vans, trucks and material handling equipment

POSITION FUNCTIONS IN A TYPICAL WORK DAY:

CATEGORY: Cleaning, general

- a. Corridors and stairs. Cleaning and removing scuff marks.
- b. Lavatories
- c. Glass, window sills, doors and windows.
- d. Empty trash containers. Properly handle recycle materials.
- e. Clean chalkboards, chalk trays, and erasers.
- f. Classrooms. All areas including carpets.
- g. Clean student desktops and chairs.
- h. Proper cleaning of body fluids.
- i. Summer cleaning activities.

CATEGORY: Equipment/supplies transfer.

- a. Assemble and/or move furniture/equipment as required.
- b. Unload incoming and load outgoing trucks.
- c. Deliver supplies, equipment, books, etc.
- d. Deliver reports and information.
- e. Assist other support personnel.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25-75 pounds. Lifting, pulling, pushing, 125 pounds occasionally, vehicle driving, visual acuity.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of motor vehicles to include trucks, vans, autos.

CATEGORY: Building/site security.

- a. Have a working knowledge of the building security system.
- b. Lock/unlock the building as required.
- c. Secure all building windows.
- d. Perform building security check before the end of shift. (night shift)
- e. Report to the Head Custodian any vandalism, safety and security hazards

ADDITIONAL REQUIREMENTS: Fundamental knowledge of facility maintenance procedures including preventative and predictive maintenance procedures.

ADDITIONAL PHYSICAL ENVIRONMENT: Heat, steam in mechanical room

CATEGORY: Pick up and delivery services

- a. Pick up and distribute mail, money bags, checks, parcels documents and materials.
- b. Sort mail, parcels, documents and other materials to insure accurate distribution
- c. Make bank deposits as directed
- d. Deliver food service supplies as scheduled.
- e. Deliver supplies from central receiving
- f. Review custodial supply orders and make deliveries
- g. Provide delivery services for various other District needs.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25-75 Pounds. Lifting, pulling, pushing 125 pounds occasionally. Vehicle driving, visual acuity.

ADDITIONAL PHYSICAL ENVIRONMENT: Operation of motor vehicles to include trucks, vans, Autos. Exposure to inclement weather. Exposure to extreme temperatures, hot and cold.

CATEGORY: Groundskeeping.

- a. Mowing, weeding, trimming, and mulching around exterior of building.
- b. Sweep sidewalks and remove litter from playgrounds, play fields, parking lots.
- c. Snow removal.

ADDITIONAL MACHINERY/EQUIPMENT:

- a. Riding mower, tractor.
- b. Push or self propelled lawnmower.
- c. Weedwacker.
- d. Leaf blower.
- e. Snow plow, tractor and/or truck.
- f. Snow blower.
- g. Cinder/salt spreader.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Ability to operate grounds equipment in extreme hot and cold environment for extended periods.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania motor vehicle drivers license.

CATEGORY: Special events.

- a. Set-up equipment as required for each event.
- b. Move gymnasium bleachers as required.
- c. Assist and oversee groups using the building as directed by the Building Principal.
- d. Following the event return the building to school set-up.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25 – 75 pounds. Lifting, pulling, pushing up to 125 pounds occasionally.

CATEGORY: Public relations.

- a. Present a positive image in all dealings with the administration, building staff, students, and the general public.
- b. Respond positively and appropriately to students, parents, and community members.

CATEGORY: Other duties as required.

POSITION DESCRIPTION GENERAL NOTES:

- a. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job related instructions and to perform any other job related duties as requested by their supervisor.
- b. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes necessary to address each duty proficiently.
- c. All requirements are subject to possible modification to accommodate reasonably any individuals with disabilities. It is the responsibility of the employee to inform the Superintendent of Schools of any and all reasonable accommodations that will be needed.
- d. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, students, or the general public.
- e. The Penn Manor School District is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of age, race, sex, creed, religion, color, national origin, or physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendment of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act.

Pending Board Approval December 2011

PENN MANOR SCHOOL DISTRICT

December 5, 2011 Board Agenda

Change in status [*] for the 2011-2012 school year:

Hinkle, Nichole J.* – elementary/secondary professional employee, change from 3 days per cycle to 5 days per cycle, effective January 6 to March 30, 2012, [change from secondary professional employee]. Additional stipend based on a Masters' Degree, Step 2, Elementary School Counselor, \$45,665 @ 189 days, \$241.61 per diem, 2 days per cycle = \$483.22 per cycle. Assignment: Elementary School Counselor/Eshleman/Letort Elementary Schools/2 cycle days/Manor Middle School/3 cycle days.

The administration is recommending that two additional cycle days be added to Nichole's schedule as an elementary school counselor to cover a board approved family medical leave during the above mentioned dates. Nichole is presently working as a secondary school counselor at Manor Middle School, three days per cycle.

Quinn, Megan A.* – elementary professional employee, permanent position, retroactive to November 1, 2011, [change from long-term substitute, first semester], B.S. Degree, 1 year experience, Step 1, \$40,987 [prorated \$31,011.33 for 139 days plus 4 in-service days]. Assignment: Grade 6 Teacher/Pequea Elementary School

Ms. Quinn attended Elizabethtown College where she majored in Elementary Education with a minor in Spanish. She has successfully served as a day-to-day substitute in the Penn Manor School District at all levels and she completed a full year as a long-term substitute in ESL at both the middle and elementary levels. Most recently she was hired as a long-term substitute for grade 6 at Pequea Elementary for the fall semester. We look forward to her continued success serving at the elementary level.

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
12/5/2011	DITZLER	KELLY	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 11/17/2011
12/5/2011	* NAUMAN	EVELYN	ERA-LST	CENTRAL MANOR	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 11/11/2011

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

* signifies a change in status