

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 6, 2013
Manor Middle School – Board Room

Dinner

4:45

BUDGET WORKSHOP

5:00

Preliminary Budget & 5-Year Outlook

EXECUTIVE SESSION

6:00

Superintendent's Evaluation

6:30

Personnel

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, May 20, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

April 22, 2013

<http://www.pennmanor.net/boardminutes/>

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:25)

Erica Shaub Recognition – Dr. Leichliter

Item 2.

(7:25 – 7:30)

Dr. Krista Cox Introduction – Dr. Leichliter

Item 3.
(7:30 – 7:35)

IU 13 2013 Election Ballot – Dr. Frerichs
(to be distributed)

Return to Paula

Item 4.
(7:35 – 7:55)

2013-2014 Proposed Final Budget – Mr. Johnston

Explanation: The 2013-2014 proposed final budget will be presented. The prepared budget will then be advertised for final board approval in June.

Approval for Placement on the May 6 School Board Meeting Agenda

Item 5.
(7:55 – 8:00)

SchoolMessenger Notification Agreement – Mr. Reisinger

Explanation: SchoolMessenger is a comprehensive emergency call notification system. The agreement includes expanded capabilities including integrated attendance calls, the option for non-emergency calling and a school building texting system. The 1 year cost is \$7,786.50, renewable annually. This will replace our current AlertNow system.

Approval for Placement on the May 6 School Board Meeting Agenda

Item 6.
(8:00 – 8:15)

Lancaster County Academy Proposed 2013-2014 Operating Budget –
Ms. Wert
(see pages 3 – 5)

Explanation: Ms. Wert will review the proposed budget for Lancaster County Academy.

Approval for Placement on May 20 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.

Lancaster County Academy

2013-14 Proposed Operating Budget

A quick overview of the 2013-14 budget as compared to the 2012-13 budget shows the following adjustments of note:

- A reduction of \$21,521 to the fund balance and a projected reduction of \$13,899 for 2014-15 will bring us into the 6% fund balance target.
- A new three-year lease agreement from Park City is holding the lease rental at the same rate as this year and will hold it at the same rate for 2014-15. We did look at other places; however, Park City still came out as the most economical offer. Plus, it is still an attractive site for the students.
- A 2.5% increase is the rate of compensation for the teachers. The average increase in the county for teachers in 2013-14 is 3.14%. Equating their hourly rate to a teacher in the public schools, LCA teachers would be making \$35,875 per year.
- Pension costs are increasing by 40%.
- An increase in healthcare benefits of 50%, because we are adding a spouse for coverage.
- A 25% reduction in liability and E & O insurance due to self-insurance initiatives.
- A 20% increase in auditing services.
- A 5.47% increase in slot fees as well as using a third of the fund balance to make up the difference to cover the increase costs in the pension and health insurance.

Strategies for future budget considerations and program viability:

- Increase marketing efforts for summer school for this year
- Develop incentive pricing for member districts to buy additional slots at a discounted rate (June JOC agenda item)
- Connect with non-member districts to review membership benefits to serve students
- Consider by-law changes for tuition option for non-member districts at a premium rate
- Focus on outreach to alumni and parents for Extraordinary Give or annual giving
- Look to renegotiate rental with Park City and seriously study relocation options during 2013/14 (current lease expires June 2015)

- B. SchoolMessenger Agreement – Agreement for SchoolMessenger Complete, Social Media Edition, Fully hosted notification service for the 2013-2014 school year.

Explanation: SchoolMessenger is a comprehensive emergency call notification system. The agreement includes expanded capabilities including integrated attendance calls, the option for non-emergency calling and a school building texting system. The 1 year cost is \$7,786.50, renewable annually. This replace our current AlertNow system.

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, 2013 through June 30, 2014.

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, 2013 through June 30, 2014.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – To appoint Cindy Rhoades as secretary to the Board of School Directors for a new two-year term effective July 1, 2013 through June 30, 2015.

Explanation: The Board Secretary is appointed for a four-year term as required by the Pennsylvania School Code and Penn Manor School Board Policy. Mrs. Rhoades' term is two years to fulfill the unexpired four-year term of Mrs. Howard.

- D. Approval to Bid – Authorization to advertise for the bid for the following items for the 2013-2014 school year:

Ice Cream
Milk
Fruit Drinks / Iced Tea

- E. School Resource Officer agreement with the Millersville Police Department for the 2013 – 2014 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$65,000.

Explanation: Millersville Borough is still in negotiations with their police force. This amount is an estimate based on last year's cost of \$62,500.

- F. Austill's Rehabilitation Services, Inc. Contract – approval of the extension of the Austill's contract providing OT/PT services through 6/30/2016.

Explanation: the original contract was negotiated in 2005 and extended through 2013. This new extension calls for rates to move from \$57.29 in 2012-13 to \$57.29 for 2013-14, \$57.92 for 2014-15 and \$58.56 for 2015-16. Assistant rates will be \$48.00 for 2013-14, \$48.53 for 2014-15 and \$49.06 for 2015-16.

G. Ratification of IU Bid Awards as cited for 2013-2014 (see page 6)

- IU Copy Paper
- IU Athletic/Trainer/Medical Supplies
- IU Custodial Supplies

H. Approval of Contract and Notice to Proceed for the Hambright Elementary School Project – approval and execution of contract agreement pending final solicitor review and approval, and issuance of a notice to proceed to the contractor listed below for the amount stated for the Hambright Elementary School new construction project (PDE project number 3677). Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued).

- Data and Technology
- Sage Technology Solutions, Inc.
- \$575,146.00 base bid

I. Approval of Trane Company Service Contract- Penn Manor High School – approval of an extended service agreement with Trane for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2013 through June 30, 2016, at the costs listed below:

2013-2014	\$18,260
2014-2015	\$18,990
2015-2016	\$19,750

J. Award of Bid, Approval of Contract and Notice to Proceed for the Manor Middle School Flooring Project – approval and execution of contract agreement pending final solicitor review and approval, and issuance of a notice to proceed to the contractor listed below for the amount stated for the Manor Middle School Flooring Project as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund.

- MCA Construction
- \$88,000.00 base bid

K. Plancon Part H – Hambright Elementary School Project – approval and submission of Plancon Part H (Project Financing) to the Pennsylvania Department of education for the Hambright Elementary School new construction project, PDE project number 3677. A copy of the document is on file in the business office.

Explanation: The approval and submission is a requirement of the Plancon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of

the temporary reimbursable percent for a project's financing occurs at Plancon Part H. Once Plancon Part H is approved, reimbursement on a project commences.

I. Judicial Review Committee Actions as cited (to be distributed).

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 2012-2013 school year (see page 7).

B. Employment and Change in Status of the individuals listed per the effective date for the 2013-2014 school year (see pages 8 – 9).

C. Retirements of the individuals listed per the effective date:
Robert Michael – Custodian – effective May 23, 2013
Linda Sauer – ERA LST – effective June 7, 2013
Barry Smith – Head Custodian – effective July 8, 2013

D. Leaves to the individuals according to the terms listed.

Classified:

Employee B63 -- Designated Family Medical -- March 27 - April 14, 2013

E. Uncompensated Leave Request -- As per the Penn Manor School District Uncompensated Leave Board Policy #339, the administrative staff is recommending that Julie C. Saragosa be granted an uncompensated leave for the 2013-2014 school year.

F. Professional Leaves – of the individuals listed, for the 2013-2014 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 10).

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.

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.

Board Ratification is recommended for the following 2013-2014 IU 13 Bids:

IU COPY PAPER BID SUCCESSFUL VENDOR:

W B MASON CO	\$	43,313.60
--------------	----	-----------

IU ATHLETIC/TRAINER/MEDICAL SUPPLIES BID SUCCESSFUL VENDORS:

Medco Supply Co.	\$	147.84
Metuchen Center Inc.	\$	218.00
Moore Medical LLC	\$	466.95
Henry Schein Inc.	\$	1,104.76
School Health Corp.	\$	387.74
Sportsman's	\$	5,781.63
United Health Supplies	\$	5,645.09
TOTAL	\$	13,752.01

IU CUSTODIAL SUPPLIES BID SUCCESSFUL VENDORS:

Calico Industries Inc.	\$	307.46
Indco Inc.	\$	71.00
Penn Valley Chemical		\$15.08
Xpedx - Harrisburg		\$282.38
TOTAL	\$	675.92

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
5/6/2013	* ERB	MICHELE	ERA-LST	PEQUEA	5.00	181	\$ 9.90	For the 2012-13 School Year Only	5.00	Effective 4/29/2013 Enrollment Related - 2012-13 School Year
5/6/2013	* DICKENSON	JESSE	CUSTODIAN	MANOR MIDDLE	8.00	261	\$ 9.90	Permanent	8.00	Effective 5/6/2013

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

* signifies a change in status

PENN MANOR SCHOOL DISTRICT

May 6, 2013 Board Agenda

Change in status [*] for the 2013-2014 school year:

Eby, Douglas C.* – secondary administrative employee, full-time, 10 month, 210 days, permanent position, effective August 5, 2013, \$80,040, Administrative Act 93 Level, [change from 50% Assistant Principal / 50% Social Studies Teacher]. Assignment: Assistant Principal/Penn Manor High School

Mr. Eby began his teaching career in 2001 as an eighth grade social studies teacher at Manor Middle School. He was head coach of the varsity boys' soccer team for five years. Doug was appointed to the 50% Dean of Students / 50% Teacher position at the high school in August 2009 and became Acting Assistant Principal for the 2012-2013 school year. He currently resides in Landisville with his wife, Jen, and their four boys: Conor (8), Brayden (7), Chase (4) and Hudson (2). Doug is an avid Philadelphia sports fan who enjoys spending time with his family.

Howe, Eric J.* – secondary administrative employee, full-time, 11 month, 225 days, permanent position, \$82,500, Administrative Act 93 Level, [change from 10 month, 210 days]. Assignment: Assistant Principal/Penn Manor High School

Mr. Howe began teaching social studies at Penn Manor High School in 2002. He has served as social studies department coordinator and junior high wrestling coach. In December 2008, Eric was appointed as Acting Dean of Students and became the 10 month, Assistant Principal in August 2010. Eric and his wife, Adrienne, have been married for almost seventeen years. They have two children, Alexis who is twelve and in sixth grade and Eric Jr. is nine and in third grade. Both children are in the Spanish Immersion Program in the Manheim Township School District. Before starting his teaching career Eric spent four years in the United States Marine Corps and earned the rank of Sergeant.

Miller, Karen M.* – secondary professional employee, full-time, permanent position [change from English Teacher/Manor Middle School/Penn Manor High School]. Assignment: English Teacher/Penn Manor High School

Ms. Miller has been employed with the district since August 2004. For the first 7 years, she was a middle school English teacher. For the last two years, Karen has been a shared staff member for Manor Middle School and Penn Manor High School teaching Reading 8 and English 9. Before being hired at Penn Manor, Karen taught for 14 years at private Christian schools.

O'Connor, Dorina A.* – secondary administrative/professional employee, full-time, 200 days, permanent position, Masters' +30 Degree, 16 years experience, Step 14, \$67,969 (\$33,984.50 prorated 50% teacher salary) plus \$77,360 (\$38,680 prorated 50% assistant principal salary includes Administrative Act 93 Level prorated 50%) = \$72,664.50 [change from 189 days/Mathematics Teacher]. Assignment: 50% Assistant Principal / 50% Teacher/Penn Manor High School

Mrs. O'Connor taught mathematics in Louisiana and Coatesville, PA before coming to Penn Manor School District in August 2002. She has taught mathematics at the high school as well as being a one-third gifted teacher at Central Manor, Conestoga, Eshleman, and Hambright Elementary schools. During the 2012-2013 school year, Dori was appointed as 50% Acting Assistant Principal / 50% Teacher. Dori is married to Jon O'Connor and they just celebrated their 10 year wedding anniversary. Dori and Jon have a 5 year old daughter, Gabby, who will be starting kindergarten next year.

-- continued

Personnel Sheet
May 6, 2013
Page 2

Orihuel, Lori A.* – elementary professional employee, 100%, full-time, permanent position, Masters' +30 Degree, 16.5 years experience, Step 14, \$67,969 +\$600 = \$68,569 [change from 66.6%, part-time, permanent position, Gifted Teacher/Eshleman/Pequea Elementary Schools]. Assignment: Gifted Teacher/schools to be determined

Mrs. Orihuel worked at Penn Manor School District from 1992 to 2003 as a gifted teacher. After taking some time off to raise her daughter, Lori returned to the district in 2007 to continue her teaching career. Lori and her husband, Eric, have been married for almost twenty years. They live in Manheim Township School District with their 11 year old daughter, Zoe who is a fifth grader at Landis Run Intermediate School. When not working, Lori enjoys yoga, swimming, riding, and spending time with family and friends.

PROFESSIONAL DEVELOPMENT LEAVE REQUESTS – 2013-2014 SCHOOL YEAR

As per the Penn Manor School District Compensated Professional Leave Board Policy #338.1 on Staff Development/Educational Improvement as well as Pennsylvania Public School Code of 1949, 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.

Wayne D. Martin – Committee (Dr. Leichliter and Mrs. Transue) recommends approval for the first semester at half pay for the purpose of study pending appropriate documentation of courses. He will be taking the required number of credits in accordance with Policy #338.1.

Margaret [Peg] A. Murr – Committee (Dr. Leichliter and Dr. Egan) recommends approval for the second 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 Policy #338.1.

Christine A. Pierce – Committee (Dr. Leichliter and Mrs. Murray) 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 Policy #338.1.

May 6, 2013 School Board