

Agenda – Committee of the Whole
Penn Manor School District
Monday, February 2, 2015
Manor Middle School – Board Room

EXECUTIVE SESSION

5:00 Personnel
6:30 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 **Tuesday, February 17, 2015** at 7:00 p.m. in the Board Room of the Manor Middle School.

FLAG SALUTE: Students from Letort Elementary School

ROLL CALL:

APPROVAL OF MINUTES: January 20, 2015
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS

Item 1. Pequea Renovation Update - Dr. Leichliter & Mr. Johnston

(7:15 – 7:35)

Explanation: Dr. Leichliter will review the student relocation plan developed by the administration for implementation during the 2015-2016 renovation. Mr. Johnston will review information regarding a public hearing proposed for the Pequea Elementary School for March 2nd. This resolution and hearing are required by Pennsylvania School Code.

Approval for Placement on February 2 School Board Meeting Agenda

Item 2. Middle School 1-1 Laptop Program - Mr. Reisinger

(7:35 – 7:55)

Explanation: Mr. Reisinger will review the 2014-2015 1:1 student laptop proposal for Manor and Marticville Middle Schools

Approval for Placement on February 17 School Board Meeting Agenda

Item 3.
(7:55 – 8:05)

E-RATE Changes and KINBER Internet Agreement - Mr. Reisinger

Explanation: Mr. Reisinger will discuss forthcoming changes to the Federal E-RATE program and review the KINBER Internet agreement.

Approval for Placement on February 2 School Board Meeting Agenda

Item 4.
(8:05 – 8:25)

2014-2015 Budget Update - Mr. Johnston

Explanation: Mr. Johnston will review the 2014-2015 budget results through the first six months of the fiscal year.

Information Only

Item 5.
(8:25 – 8:35)

Property Tax Rebate Program – Mr. Johnston

Explanation: Background information will be presented on the district's tax rebate program.

Approval for Placement on February 2 School Board Meeting Agenda

Item 6.
(8:35 – 9:00)

Conestoga Elementary School Study – Mr. Johnston

Explanation: Mr. Johnston will review the potential timeline for the proposed Conestoga Elementary School renovation project. Crabtree, Rohrbaugh & Associates have proposed a scope study to determine estimated costs, design and scheduling. Results will be shared with the board before a board decision is needed to proceed with the design development phase of the project.

Approval for Placement on February 2 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.

Agenda – School Board Meeting
Penn Manor School District
Monday, February 2, 2015
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, February 17, 2015** following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: January 20, 2015
<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. Property Tax Rebate Program Resolution (see pages 5-10)

Explanation: The Penn Manor Tax Rebate Program has been in effect since the 2006-07 school year. This program is budgeted to supply real estate tax rebate payments totaling \$50,000 to low income residents that are approved for the state rebate program.

B. 2015-16 School District Calendar Approval (see page 11)

- C. Capital Projects Budget for 2015-2016 (see page 12)

Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year. The Plan has been updated to include an additional Student Van.

- D. Act 34 Resolution for Pequea Elementary School (see pages 13-14)

- E. Architectural Services to determine scope for the proposed Conestoga Elementary renovation projects (see page 15)

Explanation: Crabtree, Rohrbaugh & Associates have proposed a scope study for \$5,000.00 to determine estimated costs, design and scheduling. Results will be shared with the board before a board decision is needed to proceed with the design development phase of the project.

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. Network Services Agreement with Comcast Business Communications to provide network ENS connectivity as per the enclosed agreement at a cost of \$4,600 per month for 12 months.

Explanation: Comcast will provide a 1Gbs dedicated metro Ethernet network between all districts from July 1, 2015 to June 30, 2016. E-rate will discount this service at approximately 50%/month.

- C. Internet Services Agreement with KINBER to provide Internet service as per the enclosed agreement at a cost of \$4,095 per month for 36 months.

Explanation: KINBER will provide 1Gbs dedicated Internet service to all school buildings from July 1, 2015 to June 30, 2018. E-rate will discount this service at approximately 50%/month.

- D. Hambright Elementary School Change Orders as cited (see pages 16-20)

Change Order #17 - Murray Construction	Add	\$12,500
Change Order #18 - Murray Construction	Deduct	\$ 3,000
Change Order #19 - Murray Construction	Add	\$36,740
Change Order #20 - Murray Construction	Add	\$11,514
Change Order #21 - Murray Construction	Add	\$ 4,420

Explanation: General Contracting change orders occurred as part of the Hambright construction process.

E. Conestoga Elementary Project Reimbursement Resolution (see pages 21-22).

Explanation: This resolution allows for the proposed renovation project at Conestoga Elementary to proceed with payments to be made from the capital reserve fund. Should the board decide to fund the project with a future debt issuance, the capital reserve fund would be reimbursed out of the debt proceeds. This resolution allows for flexibility in funding for the project and will not delay progress as financing options are explored.

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 2014-2015 school year (see pages 23-24).

B. Leave to the individuals according to the terms listed:

Professional Employees:

Employee D23 - Designated Family Medical - January 13, 2015 – January 26, 2015

Employee D24 - Family Medical - April 13, 2015 – end of 2014-2015 school year

Employee D25 - Family Medical - March 9, 2015 – May 25, 2015

Classified Employee:

Employee D26 - Designated Family Medical – Nov. 3, 2014 – January 25, 2015

C. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2014-2015 school year.

Beth Corl	Danielle Kreider
Elizabeth Crum	Melissa Mulder
Amy Flores	Pamela Noll
Christine Harzinski	Patrice O'Brien
Nancy Johnson	Kathy Rowley
Kimberly Juba	Alison Witmer

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

D. The administrative staff is recommending that Erika M. McLaughlin be granted tenure as she has completed three years of satisfactory teaching performance within the school district.

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

E. Mentors for the 2014-2015 school year as listed:

Julie Yost for Kara Sangrey - \$450.00
Tom Wainman for Stevie Younker - \$450.00

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

F. Resignation of the individual listed per the effective date:

Angel Barrios – Custodian – Marticville MS – Effective January 30, 2015

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Addendum
Agenda – School Board Meeting
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Item 5. **Consent Agenda for Personnel – The administrative staff is recommending approval of the following:** (ROLL CALL)

- A. Rescission of the appointment of David A. Morrison to serve as the high school boys' baseball team scorekeeper effective immediately.

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

- A. New Board Policy: Second/Final Reading: Policy 916 - Volunteers