

Agenda – Committee of the Whole
Penn Manor School District
Monday, June 5, 2017
Manor Middle School – Board Room

EXECUTIVE SESSION

6:40

Personnel (review of items 3C – Resignations; 3D – Leaves)
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, June 19, 2017 at 7:00 p.m. in the Board Room at Manor Middle School

ANNOUNCEMENT:

An Executive Meeting 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:

May 15, 2017

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

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

- Facilities Committee – Mrs. Friedman

RECOGNITION OF TSA Students, Mr. Todd Mealy, Ms. Tracy Musser, Mr. Charlie Reisinger

Item 1.
(7:30-7:50)

Summer 2017 Professional Development – Dr. Shaffer and Dr. Egan

Explanation: An overview will be provided of the end-of-year professional development as well as plans for Monday, August 21, 2017 district opening day.

Information Only

Item 2.
(7:50-8:10)

Applitrack and Veritime Software - Mrs. Chiodi and Mr. Reisinger

Explanation: Mrs. Chiodi and Mr. Reisinger will discuss two new software projects for 2017-2018; Applitrack for recruitment and hiring, and Veritime for digital time tracking and attendance.

Approval for Placement on the June 19, 2017 School Board Agenda

Item 3.
(8:10-8:30)

2017-2018 Budget Update – Mr. Johnston

Explanation: Mr. Johnston will provide an update on recent developments for the final budget scheduled for adoption on June 19, 2017.

Information Only

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, June 5, 2017
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, June 19, 2017 following the Committee of the Whole meeting in the Board Room at 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 on the Committee of the Whole agenda

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: May 15, 2017
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

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

Item 2. **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Food Service Agreement with LCCTC between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1, 2017. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- B. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2017 to June 30, 2018.
- C. Food Service Agreement with IU13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2017. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.
- D. Ratification of IU Bid Awards as cited for 2017-2018 (see page 5)
 Technology Education Supplies
 Cafeteria Paper and Small Wares
- E. Acceptance of Eschbach Drivers and Substitutes listed for the 2017-2018 school term.
 Breneman, Judy Dougherty, David
 Graham, Lester Kettler, Celeste
 Matheny, Bonnie McCardell, Patrick
 Rice, Blenda Ryan, Timothy
 Whitehead, Lucille
- F. School District Affiliation Agreement - with Millersville University Nursing Program

Explanation: Nursing students will be placed at Penn Manor from Millersville University for school health clinical experience.
- G. School District Affiliation Agreement – with Millersville University Social Work Program

Explanation: Social Work students will be placed at Penn Manor from Millersville University for school social work experience.
- H. Contracted Agriculture Student for the 2017-2018 school year
 Kyle Bushong (Hempfield School District)
- I. Textbook Approval - The committee is recommending the approval of French textbooks, T'es branch? published by EMC Publishing LLC, for the amount of \$6,544.56.
- J. Trane System Upgrade – Letort Elementary School – Proposal covering the system upgrade to Trane Tracer Enterprise System at a cost of \$28,976 to be paid from the Capital Reserve Fund.
- K. Trane Proposal – Letort Elementary School - service agreement with Trane for the building automation services and HVAC equipment at Letort Elementary School effective July 1, 2017 through June 30, 2020, at the costs listed below:
 2017-2018 \$8,649
 2018-2019 \$8,995
 2019-2020 \$9,355

- L. Trane System Upgrade – Eshleman Elementary School – Proposal covering the system upgrade to Trane Tracer Enterprise System at a cost of \$28,723 to be paid from the Capital Reserve Fund.
- M. Trane Proposal – Eshleman Elementary School - service agreement with Trane for the building automation services and HVAC equipment at Eshleman Elementary School effective July 1, 2017 through June 30, 2020, at the costs listed below:
 - 2017-2018 \$8,649
 - 2018-2019 \$8,995
 - 2019-2020 \$9,355
- N. DH Funk Proposal – Comet Field Retention Basin – agreement to perform excavation work per civil plan required by Lancaster Township. (see page 6)
- O. Preventative Maintenance Agreement – All school locations – service agreement with Commercial Kitchen Repair Service to perform scheduled maintenance and cleaning for refrigeration equipment as per the attached proposal. (see pages 7-8)
- P. Water System Upgrades – Central Manor – proposal from SharpWater Culligan to provide Controller Upgrades and a Valve Rebuild as per the attached proposal. (see pages 9-10)
- Q. Transportation Software Hosting Services – proposal from Edulog to provide hosting services for the transportation routing software program. (see pages 11-12)
- R. Special Education Agreement with family.

Item 3. 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 13)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2017-2018 school year (see page 14)
- C. Resignation of the individuals listed per the effective date:
 - Tresa Kirk – Science Teacher, High School, effective 8/20/2017
 - Melissa Borgoyne – 5th grade Teacher, Hambright, effective 8/20/2017
 - Erika Hartz – Learning Support Teacher, Manor Middle, effective 8/20/2017
 - Lee Jordan – Music Teacher, Hambright, effective 8/20/2017
 - Rebecca Rodriguez, Health Room Assistant – RN, High School, effective 6/7/17
 - Phyllis Pullan, Health Room Assistant – LPN, Eshleman, effective 5/25/17
 - Jennifer Forney – Girls Lacrosse Coach, effective 5/18/17 (**coaching position only**)
- D. Leaves to the individuals according to the terms listed:
 - Professional:
 - Employee F52 - Family Medical - August 30, 2017 – November 21, 2017*

- Child Rearing - November 22, 2017 – June 7, 2018
- Employee F53* - Family Medical - May 1, 2017 – May 16, 2017
- Employee F54* - Family Medical - August 21, 2017 – November 12, 2017
- Child Rearing - November 13, 2017 – January 11, 2018

- E. 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 2016-2017 school year.

Emily O'Donnell

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.

- F. Approval of Assistant Cheerleading Coach for 2017-2018 school year
Kara Eshleman

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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Board Ratification is recommended for the following 2017-2018 IU 13 Bids:

TECHNOLOGY EDUCATION SUPPLIES BID SUCCESSFUL VENDORS:

THE ART STORE	\$	1,246.61
METCO SUPPLY	\$	1,098.01
MIDWEST TECHNOLOGY PRODUCTS	\$	929.45
PAXTON PATTERSON	\$	1,557.09
TOTAL	\$	4,831.16

CAFETERIA PAPER & SMALL WARES BID SUCCESSFUL VENDORS:

AGF COMPANY	\$537.45
PENN JERSEY PAPER CO	\$160.00
SINGER EQUIPMENT CO	\$1,239.80
TOTAL	\$1,937.25



DATE: *May 24,2017*

TO: *Penn Manor School District*

ATTENTION: *Chip Mathias*

PROJECT: *Basin As Built Modifications at Comet Field*

EMAIL:

FROM: *Dennis A Funk*

Proposal for excavation work per civil plan by Derck & Edson sheet AM-1 dated 2/10/2017

SCOPE OF WORK

<i>Mobilization</i>	<i>1.00 ls</i>
<i>Remove & replace fence for access</i>	<i>20.00 lf</i>
<i>Construction entrance install & remove</i>	<i>1.00 ls</i>
<i>Topsoil Strip & stockpile</i>	<i>326.00 cy</i>
<i>Earth Cut</i>	<i>427.00 cy</i>
<i>Earth Fill & compact</i>	<i>25.00 cy</i>
<i>Export excess fill offsite</i>	<i>402.00 cy</i>
<i>Remove portion of concrete box</i>	<i>1.00 ls</i>
<i>Raise catch basin</i>	<i>1.00 ls</i>
<i>Replace manhole with slotted grate</i>	<i>1.00 ls</i>
<i>Install R-4 rip rap</i>	<i>11.00 tn</i>
<i>Grade 298&299 contours</i>	<i>1.00 ls</i>
<i>Grade emergency spillway</i>	<i>1.00 ls</i>
<i>Topsoil replace & grade</i>	<i>326.00 cy</i>

TOTAL

\$19,045.00

EXCLUSIONS

- 1. Fine grade & seeding*
- 2. Erosion Control Blanket*
- 2. construction layout & as built drawing*

Scheduled Maintenance Agreement

717-391-2707

info@ckrsnow.com

CKRSNOW.com

Date

5/23/2017

Customer

Mary Keane
Penn Manor
PO Box 1001
Millersville, PA 17551

To be preformed

Terms

1 time per yr

Net 15

Description	Per Yr.	Cost	Total
Scheduled Maintenance Inspection Penn Manor School District			
SCOPE OF WORK Refrigerated Equipment			
Chemically clean condenser and evaporator coils. Check the following: wiring, temperature, door gaskets and sweeps, door frame heaters, defrost heaters and timeclock. Tighten hardware, clean drain lines. Check refrigerant charge at site glass and compressor oil level at bulls eye.			
This service to be provided one (1) time per year.			
NOTE: Conestoga Elementary School is not included due to remodel of school. PENN MANOR HIGH SCHOOL	1	860.00	860.00
2 Walk in units 1 Ice Machine 22 Reach in units MANOR MIDDLE SCHOOL	1	635.00	635.00
2 Walk in units 1 Ice machine 11 Reach in units HAMBRIGHT ELEMENTARY SCHOOL	1	560.00	560.00
2 Walk in units 1 Ice machine 8 Reach in units ESHELMAN ELEMENTARY SCHOOL	1	466.00	466.00
2 Walk in units 1 Ice machine 3 Reach in units CENTRAL MANOR ELEMENTARY SCHOOL			
3 Walk in units 1 Ice machine 8 Reach in units			
Subtotal			
Sales Tax (6.0%)		65.00	635.00
Total			

Scheduled Maintenance Agreement

717-391-2707

info@ckrsnow.com

CKRSNOW.com

Date

5/23/2017

Customer	
Mary Keane Penn Manor PO Box 1001 Millersville, PA 17551	

To be preformed	Terms
1 time per yr	Net 15

Description	Per Yr.	Cost	Total
LETORT ELEMENTARY SCHOOL 2 Walk in units 1 Ice machine 5 Reach in units	1	500.00	500.00
PEQUEA ELEMENTARY SCHOOL 2 Walk in units 1 Ice machine 9 Reach in units	1	580.00	580.00
MARTICVILLE MIDDLE SCHOOL 2 Walk in units 1 Ice machine 7 Reach in units	1	542.00	542.00
MARTIC ELEMENTARY SCHOOL 2 Walk in units 1 Ice machine 6 Reach in units	1	523.00	523.00
Subtotal			\$5,301.00
Sales Tax (6.0%)			\$0.00
Total			\$5,301.00

Any items found to be in need of correction will be brought to the customers attention and repaired at their discretion. These repairs will be billed at the current per hour labor rate. Any parts used in these repairs will be billed at normal rates. This agreement is for 12 consecutive monthes from the date of customer's acceptance signature. This proposal my be withdrawn by us if not accepted within 60 days.

We, the undersigned, hereby agree to and accept the above preventive maintenance agreement.

Signature _____ Title _____ Date _____

Please sign and date. Return one copy to CKRS, Inc.

May 24, 2017

**Quoted To: Central Manor Elementary
3717 Blue Rock Rd
Washington Boro, PA 17582**

Quote No.:JWO52317

RE: Existing Water System Upgrades

Below is a quote to upgrade the existing water softener and nitrate systems on location. This quote also encompasses conversion to air operation for regeneration. Finally an option to rebuild the existing valves by replacing internal components.

Quote 1- Controller Upgrades

Qty	Description	Price
4	Culligan GBE Controller Package Includes: Controller, timed refill, blocking system Pilot valves and power supply	\$8188.00
1	Labor and air compressor for conversion	\$1122.40
		Total \$9310.40

Quote 2- Valve Rebuild

Qty	Description	Price
4	AquaMatic Style Valve Nest Rebuild Kit Includes: Replacing Seals and Diaphragms On valves per unit	\$3221.15
1	Labor	\$1189.10
		Total \$4410.25

Total for both options \$13,720.65

The above price is quoted in US Dollars. The price is FOB Factory (Vernon Hills, IL, taxes, fees, and permits are not included and will be invoiced separately. If applicable

Validity:

30 days from the date of this proposal

Payment Terms

100% due upon completion

Schedule

Shipment: 3-15 days after receipt and acceptance of confirming purchase order, a signed copy of this proposal, and approval of credit and terms.

Please feel free to call me on my cell at 717-324-2554 or email me at joliver@sharpwaterculligan.com if you have any questions or need additional information.

QUOTE IS GOOD FOR 30 DAYS

Equipment will be ordered upon receipt of your purchase order and deposit. Installation (if opted) will be scheduled as soon as we receive equipment. All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from stated specifications, involving extra costs, will be executed only upon written orders, and will become an extra Charge over and above the original quotation. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Joly Oliver

Service Manager

SIGNATURE: _____
(For seller) (Title)

ACCEPTANCE OF PROPOSAL – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. When signed by both parties, this becomes a legal and binding contract.

SIGNATURE: _____
(For buyer) (Title)

DATE: _____ **PURCHASE ORDER #** _____

Corporate Headquarters 129 Columbia Rd. Salisbury, MD 21801 Telephone 410-742-3333	Dover Office 40 N. Saulsbury Rd Dover, DE 19904 Telephone 302-734-1802	Forest Hill 213 E. Jarrettsville Rd, Unit E. Forest Hill, MD 21050 Telephone 443-640-6700 Page 10	New Oxford 6145 York Rd. New Oxford, PA 17350 Telephone 717-479-5331
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Penn Manor School District, PA
April 25, 2017



**Provision by Edulog of Hosting Services for the District's
 Currently-Licensed Edulog Routing and Scheduling and
 WebSchoolAssistant Software Systems**

AGREEMENT TO PROPOSED SCOPE OF WORK

The Penn Manor School District (the District) of 2950 Charlestown Road, Lancaster, PA 17603 agrees to pay Education Logistics, Inc. (EDULOG) of 3000 Palmer Street, Missoula, MT 59808 the service fees described in this proposal (as indicated by the signatory's initials next to the accepted offering[s] below.) In addition, the Penn Manor School District and Education Logistics, Inc. agree that all terms, conditions, rights, and obligations not affected by this new Agreement—and which were previously agreed to by both parties—remain valid and in effect.

Please indicate with the signatory's initials which item or items are agreed to with corresponding fees accepted for payment upon invoicing. It is agreed that items without initials are purposefully not selected by the District and will not be provided by Edulog.

Product	Unit	Unit Cost	Quantity	Total First Year Cost	Annual Fee Each Subsequent Year*
_____ Edulog Routing and Scheduling	Edulog Hosting	\$220.00	12.0	\$2,640.00	\$2,640.00
_____ WebSchoolAssistant	Edulog Hosting	\$95.00	12.0	\$1,140.00	\$1,140.00
TOTAL FIRST YEAR COST				\$3,780.00	
TOTAL RECURRING ANNUAL COST, SECOND AND SUBSEQUENT YEARS*					\$3,780.00

*These recurring annual fees will be subject to yearly adjustments to reflect changes in the CPI.

Please continue on the next page.

CONTINUING SERVICES FOR EDULOG SOFTWARE SYSTEM HOSTING

- EDULOG will maintain all server hardware, web connections, and other items necessary for District access through the Internet.
- EDULOG will install new versions of all licensed software as they become available.
- Unlimited support for system operations: EDULOG will provide unlimited access to the support and implementation staff during normal business hours.
- EDULOG will perform data backup and server administration—including keeping current on Windows updates and virus protection.

For the Penn Manor School District:

Printed Name Date: _____

Signature

Title

For Education Logistics, Inc.:

Printed Name Date: _____

Signature

Title

Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per		Days per Year	Rate	Status	Total Overall Daily Hours
					Day	Year				
6/5/17	FLUKE	THOMAS	CUSTODIAN AND MAINTENANCE SUPERVISOR	DISTRICT	8	261	\$ 30.17	Permanent	8	Effective 6/21/17
6/5/17	SPENCER	STEVE	HEAD CUSTODIAN	ESHLEMAN	8	261	\$ 14.30	Permanent	8	Effective 6/12/17
6/5/17	WEAVER	IRVIN	12 MONTH CUSTODIAN	ESHLEMAN	8	261	\$ 11.44	Permanent	8	Effective 6/12/17
6/5/17	MAISONNET	FREDDIE	12 MONTH CUSTODIAN	CONESTOGA	8	261	\$ 12.16	Permanent	8	Effective 6/12/17
6/5/17	WAHIDULLAH	HASHIMATULLAH	12 MONTH CUSTODIAN	MANOR/HAMBRIGHT	8	261	\$ 12.44	Permanent	8	Effective 6/28/17
6/5/17	MOORE	BENJAMIN	SUMMER TECHNOLOGY INTERN	DISTRICT	5.75	Summer	\$ 11.44	Temporary	5.75	Effective 6/8/17, Temporary Worker thru 8/23/17
6/5/17	PAITSEL	CAROL	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed	Effective 5/11/17
6/5/17	FETTER	LESLEY	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed	Effective 5/11/17
6/5/17	GRAGER	NATALIE	CLASSIFIED BUILDING SUBSTITUTE	DISTRICT	As Needed	As Needed	Sub Rate	Permanent	As Needed	Effective 5/11/17
6/5/17	SNYDER	ERIC	SUMMER PAINTER	DISTRICT	5.75	Summer	\$ 9.28	Temporary	5.75	Effective 6/19/17, Temporary Worker thru August 2017
6/5/17	MINNICK	CECELIA	SUMMER PAINTER	DISTRICT	5.75	Summer	\$ 9.28	Temporary	5.75	Effective 6/19/17, Temporary Worker thru August 2017
6/5/17	THOMPSON	PEYTON	SUMMER PAINTER	DISTRICT	5.75	Summer	\$ 9.28	Temporary	5.75	Effective 6/19/17, Temporary Worker thru August 2017

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

* signifies a change in status

PENN MANOR SCHOOL DISTRICT

June 5, 2017 Board Agenda

New employees for the 2017-2018 school year:

Anderson, Brittney N. – secondary professional employee, full-time, long-term substitute, first and second semesters, B.S. Degree, [no experience], Step 1, \$46,585, pending receipt of Type 04 emergency permit and other required documents. Assignment: Certified School Nurse/Manor Middle/Marticville Middle Schools

Mrs. Anderson graduated from Liberty University with a BS in Nursing and is currently pursuing her post-baccalaureate certification as a Certified School Nurse from Eastern Mennonite University. Brittney has worked as a health room tech [RN] in the district for three years. Brittany and her husband, Eric, reside in Conestoga along with their three children, Madison, Micah and Morgan.

Heiser, Courtney M. – secondary professional employee, full-time, permanent position, B.S. Degree, [2 years experience], Step 1, \$46,585, pending receipt of required documents. Assignment: Mathematics Teacher/Manor Middle School

Miss Heiser graduated from Bloomsburg University in May 2013 with a BS in Mathematics. Previously, Courtney was employed as an Algebra I teacher at Helen Thackston Charter School in York. Courtney successfully completed a long-term substitute assignment during the 2016-2017 school year teaching math at the high school.

Martin, Paige E. – elementary professional employee, full-time, permanent position, B.S. Degree, [1 year experience], Step 1, \$46,585 +\$2,600 = \$49,185, pending receipt of required documents. Assignment: Learning Support Teacher/Central Manor Elementary School

Miss Martin graduated from Kutztown University in May 2016 with a BS in elementary education and special education. Paige began her teaching career as a middle school learning support teacher at Columbia Borough School District. She enjoys traveling, being outdoors and spending time with her family and friends.

Change in status [*] for the 2017-2018 school year:

Nimo, Theresa M.* – secondary professional employee, 50%, part-time, permanent position, [change from elementary professional employee/ Academic Support Teacher/Eshleman Elementary School]. Assignment: Academic Support Teacher/Marticville Middle School