

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, September 8, 2015
Manor Middle School – Board Room

EXECUTIVE SESSION

6:00 Personnel: Superintendent Evaluation
6:30 Personnel Matter
Student Matter
6:35 Legal

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, September 21, 2015** at 7:00 p.m. in the Board Room of the Manor Middle School.

ANNOUNCEMENT: An Executive Session was held prior to the Committee of the Whole meeting for the purpose of discussing: Superintendent Evaluation, Personnel Matter, Student Matter, and Legal

ROLL CALL:

APPROVAL OF MINUTES: August 17, 2015
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. First Week of School – Leadership Team
(7:15 – 7:30)

Explanation: A review of the opening of school will be shared with the board.

Information Only

Item 2. Facilities Committee Report - Mrs. Friedman
(7:30 – 7:50)

Explanation: Mrs. Friedman will review the items from the August 20, 2015 Facilities Committee agenda including conversations with Crossway Church officials (neighboring property to Comet Field), updates on Pequea Elementary renovation work, updates on Conestoga Elementary planning, and review of summer 2015 capital projects.

Information Only

Item 3.
(7:50 – 8:10)

Act 34 Hearing for Conestoga Elementary School - Dr. Leichliter

Explanation: An Act 34 hearing is needed due to the upcoming renovations at Conestoga Elementary School planned for the 2016-2017 school year. The resolution and Act 34 booklet for the October 5, 2015 public hearing will be presented.

For placement on the September 8, 2015 voting agenda

Item 4.
(8:10 – 8:30)

Elementary Support Services Review – Dr. Egan, Dr. Kreider & Dr. Anastasio

Explanation: Information will be provided on an instructional review taking place during 2015-2016 regarding how elementary instruction is delivered to all students with a focus on academic support services and special education replacement instruction.

Information Only

Item 5.
(8:30 – 8:50)

2016-2017 Budget Calendar – Mr. Johnston

Explanation: Mr. Johnston will be reviewing the proposed calendar for developing, discussing and approving the budget for the 2016-2017 school year.

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.

- B. Act 34 Resolution for Conestoga Elementary School (see pages 4-5)

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

- A. Acceptance of Bids from Disposal of Maintenance Equipment as per the attached bid tabulation. (see page 6)

Explanation: Sealed bids were sought for the disposal of three maintenance vehicles. Bids were received from three individuals - high bids are shown on the attached tabulation.

- B. Approval to Create of a New Capital Reserve Fund Bank Account at PSDLAF.

Explanation: As part of the preparation for a future High School Project, millage needs to be built into tax base to cover future debt service requirements. Funds from the additional millage can be “stored” in this account to help offset future capital projects.

- C. Approval to Advertise and Bid for the Letort Water Main Connection and Installation.

Explanation: Now that the new right of way has been acquired, the district is ready to move forward with the connection to public water at Letort Elementary School.

- D. Tuition Free Senior for the 2015-2016 School Year – Taylor Forbes

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 2015-2016 school year. (see pages 7-8)

- B. Resignation of the individuals listed per the effective date:

Daniel Jones, Football Assistant Freshman Coach, effective 8/21/2015

Mandy Fogle, Playground Assistant, Hambright, effective 8/13/2015

Wanette Kauffman, Food Service, Martic, effective 8/7/2015

Wendy Ressler, ERA-Academic Support, Central Manor, effective 8/19/2015

- C. Retirement of the individual listed per the effective date:

Pam Yarnell, Library Assistant, High School, effective 8/25/2015

- D. 2015-2016 Fall Coaching Position as listed

Edward Baer – Junior High Football Coach - \$2,000

- E. Middle School Tutors for the 2015-2016 school year at a rate of \$32.00 per hour.

Lisa Bitler

Jennifer Ennis

Courtney Costello
Connie Jackson

Maricia Kligge
Amy Niemkiewicz

F. Detention/Saturday School Monitors for the 2015-2016 school year at the rate of \$32.00 per hour.

Brad Aungst
Lisa Bitler
Cynthia Lonergan

Jon Boxleitner
Curt Snelbaker

G. Middle School Weight Room Coverage for the after school middle school weight room for the 2015-16 school year at the rate of \$23.84 per hour, 1 hour per day, 2 days per week

Steve Evans
Steve Kramer
Ginny Neiss

H. Pennsylvania Constables to provide security for the school district during the 2015-2016 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

Mike Phenneger
Tom Graver
Brad Weinoldt
Rob Benson

I. Twilight School Instructors for the 2015-2016 school year at a rate of \$32.00 per hour. Additions to names submitted for approval at August 17, 2015 meeting.

Liz Sheerer
Tresa Kirk

J. 2015-2016 Fall Play – Co-curricular Positions (see page 9)

K. 2015-2016 Mentors as listed (see page 10)

ADJOURNMENT

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 chair 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.

Penn Manor School District
PUBLIC HEARING
On the Proposed Renovations and Additions to
CONESTOGA ELEMENTARY SCHOOL

BOARD RESOLUTION
MAXIMUM BUILDING and PROJECT COSTS

Background. The School District has determined that additional and improved school facilities are required for the pupils of the School District, and has authorized preliminary steps to plan for construction and equipping of Conestoga Elementary School (the "project"). The Pennsylvania Public School Code, including amendments made pursuant to Act 34 of 1973 (the "School Code"), requires that a public hearing be held prior to the construction of, or the entering into a contract to construct, a new school building or a substantial addition to an existing school building. In accordance with the School Code, a public hearing is required to be held in connection with the project. The School Code requires that a notice of such public hearing be advertised at least twenty (20) days before such hearing and that certain information be made available at such hearing and that certain financial information be available for inspection by interested citizens during the period of such advertisement.

RESOLVED, by the Board of School Directors of the School District:

1. The School Board authorizes a public hearing to be held in connection with the project, in accordance with the requirements of the School Code in the Auditorium at the Manor Middle School, located at 2950 Charlestown Road, Lancaster, Pa., on Monday, October 5, 2015, at 5 P.M.
2. The School Board authorizes advertising the Notice of Hearing, in substantially the form presented the School Board at this meeting, in accordance with the requirements of the School Code.
3. The School Board authorizes a "maximum building construction cost" of **\$2,725,055** (Structure Costs, Fees, Movable Fixtures/ Equipment) for the new construction portions of the contract, and a "maximum project cost" of **\$11,842,210** for the entire project.
4. The School Board authorizes preparation of a description of the project in accordance with prior decisions of this Board and, upon approval thereof by the Superintendent and the Pennsylvania Department of Education, directs that copies of such description be made available to interested citizens requesting the same at the place and during the reasonable hours stated in the Notice of Hearing.

Adopted this _____ day of September, 2015, by Roll Call Vote, Yes and No, as follows:

Dr. Frerichs	_____	Mr. Paitsel	_____
Mrs. Friedman	_____	Mr. Rintz	_____
Mr. Fullerton	_____	Mr. Schlotzhauer	_____
Mr. Long	_____	Mr. Straub	_____
		Ms. Wert	_____

School Board President

Attest: _____

Board Secretary

Penn Manor School District
PUBLIC HEARING
On the Proposed Renovations and Additions to
CONESTOGA ELEMENTARY SCHOOL

EXHIBIT "A"

PUBLIC HEARING NOTICE

Please take notice that a public hearing will be held in the Auditorium at the Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania, 17603, on Monday, October 5, 2015 at 5:00 o'clock P.M., prevailing time, for the purpose of reviewing all relevant matters relating to the additions and renovations to the Conestoga Elementary School ("the Project").

A description of the Project, including facts with respect to educational, physical, administrative, budgetary and fiscal matters related to the Project, will be presented and will be available for consideration at such public hearing and from September 6, 2015, until such hearing during business hours of the School District at the Administration Offices of the Penn Manor School District located at 2950 Charlestown Road, Lancaster, Pennsylvania, 17603.

The Board of School Directors of the School District by resolution duly adopted has authorized a "maximum project cost" of **\$11,842,210** for the entire project and a "maximum building construction cost" of **\$2,725,055** for the new building construction portion of the project.

This public hearing is being held pursuant to requirements of the Pennsylvania School Code.

Manner by which a resident may gain agenda time or submit written testimony or both:

1. There will be an item on the hearing agenda at which time individuals may ask questions, or make comments and suggestions related to the Project.
2. Although it is not necessary for individuals or groups to be placed on the agenda in order to offer comments or questions at the hearing, any individual wishing to be formally included in the agenda at the public hearing on the Project should submit a written request to be on the agenda to the Superintendent of Schools, Dr. Michael Lechliter, Penn Manor School District, P.O. Box 1001, Millersville, Pennsylvania, 17551, by September 29, 2015, giving name, address and phone number of individual or group making the request.
3. After the Act 34 Hearing, individuals may submit written comments or testimony to the Superintendent of Schools, at the address above, concerning the proposed project until 12:00 noon, November 6, 2015.

Penn Manor School District

Sealed Bids for the Disposal of Used Equipment

	Vehicle 1	Vehicle 2	Vehicle 3
	2001 Chevrolet G30 Passenger Van	2001 Chevrolet 3500 Box Truck	2003 Ford F250 Diesel with Snowplow
Eagle Disposal	\$ 500.00	\$ 575.00	\$ 750.00
Charles Fulmer	\$ 210.12	\$ 521.12	\$ 1,210.12
John Liang	\$ 301.00	\$ 1,005.00	\$ 1,505.00

PENN MANOR SCHOOL DISTRICT

September 8, 2015 Board Agenda

New employee for the 2015-2016 school year:

Simmons, Emily E. – elementary professional employee, full-time, long-term substitute, first semester, retroactive to August 24, 2015, B.S. Degree, no experience, Step 1, \$42,287 [\$20,141.68 prorated 86 days plus 4.5 in-service days], pending receipt of required documents. Assignment: Academic Support Teacher/Pequea Elementary School

Miss Simmons graduated from Kutztown University in 2014 with a BS in elementary education PK-4. Emily completed her student teaching at Daniel Boone Area School District in Birdsboro, PA. She has been involved with the Greenfield Summer Day Camp since 2008 and has been the camp director since October 2013.

Change in status [*] for the 2015-2016 school year:

Hockley, Jocelyn M.* – elementary professional employee, 50%, part-time, permanent position, retroactive to August 24, 2015, Masters' +15 Degree, 10.87 years experience, Step 11, \$60,068 [\$30.034 prorated 50% including 4.5 in-service days]. Assignment: 50%/Kindergarten Teacher/ P.M. Session/Hambright Elementary School

Lutz, Katherine J.* – elementary professional employee, full-time, permanent position, retroactive to the start of the 2015-2016 school year, Masters' Degree, 3.03 years experience, Step 4, \$48,512 [change from long-term substitute, Academic Support Teacher/Title One/Semester 1; Grade 3 Teacher/Semester 2/Pequea Elementary School]. Assignment: Grade 5/Hambright Elementary School

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
9/8/2015	* SPEARING	SHANNON	ERA - ACADEMIC SUPPORT	MARTIC	5.00	180	\$ 9.42	For the 2015-16 School Year Only	5.00	Transfer from Food Service Effective 9/8/2015
9/8/2015	JEFFERS	ROBIN	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-16 School Year Only	5.00	Effective 8/26/2015
9/8/2015	MAULE	JESSICA	ERA - ACADEMIC SUPPORT	PEQUEA	4.50	180	\$ 9.14	For the 2015-16 School Year Only	4.50	Effective 8/26/2015
9/8/2015	HAMILL	JILL	ERA - ACADEMIC SUPPORT	MARTICVILLE	3.00	180	\$ 9.42	For the 2015-16 School Year Only	3.00	Effective 8/26/2015
9/8/2015	BEANS	JOY	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	2.50	180	\$ 9.42	For the 2015-16 School Year Only	2.50	Effective 8/26/2015
9/8/2015	WITTENSOLDER	SARAH	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.42	For the 2015-16 School Year Only	5.00	Effective 8/26/2015
9/8/2015	OSWALD	CHERIE	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-16 School Year Only	5.00	Effective 8/26/2015
9/8/2015	ROHRER	MARY	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	2.50	180	\$ 9.14	For the 2015-16 School Year Only	4.00	Effective 8/26/2015
9/8/2015	CONLEY	VICTORIA	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	5.00	180	\$ 9.14	For the 2015-16 School Year Only	5.00	Effective 8/26/2015
9/8/2015	* BRODY	CHRIS	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 9/8/2015
9/8/2015	ORLICK	KAREN	FOOD SERVICE	MANOR MIDDLE	6.00	180	\$ 9.42	Permanent	6.00	Effective 8/17/2015
9/8/2015	JONES	BRENESSA	FOOD SERVICE	MARTIC	4.00	180	\$ 9.14	Permanent	4.00	Effective 8/24/2015
9/8/2015	TORBERT	DENISE	FOOD SERVICE	CONESTOGA	5.25	180	\$ 9.78	Permanent	5.25	Effective 9/8/2015
9/8/2015	BANNER	ANGELA	FOOD SERVICE	HIGH SCHOOL	5.00	180	\$ 10.50	Permanent	5.00	Effective 9/8/2015
9/8/2015	EVANS	ALEXANDRA	HEALTH ROOM NURSE - RN	MARTIC	6.00	1 days per cycle	\$ 18.00	Permanent	6.00	Effective 8/26/2015 Per District Health Room Tech Schedule
9/8/2015	EVANS	ALEXANDRA	HEALTH ROOM NURSE - RN	MARTICVILLE MIDDLE	6.25	3 days per cycle	\$ 18.00	Permanent	6.25	Effective 8/26/2015 Per District Health Room Tech Schedule
9/8/2015	ROHRER	MARY	CAFETERIA AIDE	CENTRAL MANOR	1.50	180	\$ 9.14	Permanent	4.00	Effective 8/26/2015
9/8/2015	EME	LISA	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 8/26/2015
9/8/2015	* TROSTLE	BARBARA	LIBRARY AIDE	HIGH SCHOOL	1.50	183	\$ 11.47	Permanent	5.50	Effective 8/26/2015
9/8/2015	HARDESTY	DAVID	PART TIME CUSTODIAN	CENTRAL MANOR	4.00	180	\$ 11.27	Permanent	4.00	Effective 8/26/2015
9/8/2015	* CARLE	DONNA	ERA-TITLE / ASSISTANT	MANOR MIDDLE	1.50	181	\$ 15.41	For the 2015-16 School Year Only	5.00	Effective 8/26/2015

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

* signifies a change in status

	POSITION	LAST NAME	FIRST NAME	DIRECTOR'S ALLOCATION	
PMHS	Fall Play Director	Telesco	Melissa	\$	2,807.00
PMHS	Fall Play Asst. Director	Mintzer	Melissa	\$	2,423.00
PMHS	Fall Play Costume Coordinator	Shellenberger	Carole	\$	550.00
PMHS	Fall Play/Musical Pit Director	Groh	Jordan	\$	450.00
PMHS	Fall Play/Musical Vocal Director	Hallett	Stephanie	\$	450.00
PMHS	Fall Play Audio Technician	Moore	Ben	\$	500.00
PMHS	Fall Play Lighting Technician	Jordan	Dakota	\$	500.00
				\$	7,680.00

2015-2016 NEW EMPLOYEES WITH MENTORS

New Hires' Name	Building	Assignment	Status	Mentor's Name	Stipend
Katherine J. Lutz	Hambright	Grade 5	Full-time, Permanent	Beth A. Martin	\$900.00
Emily E. Simmons	Pequea	Academic Support	LTS/Semester 1	Christine Harzinski	\$450.00