

Agenda – Committee of the Whole
Penn Manor School District
Monday, February 5, 2018
Manor Middle School – Board Room

EXECUTIVE SESSION

6:30

Personnel (Items 7B-Leaves; 7C-Resignation), 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 20, 2018** at 7:00 p.m. in the Board Room of the Manor Middle School.

FLAG SALUTE:

Students from Hambright Elementary

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 above.

ROLL CALL:

APPROVAL OF MINUTES:

January 22, 2018

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

January 29, 2018 - Special Meeting

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS

Item 1.

(7:15 – 7:30)

Introduction of Transportation Coordinator – Mrs. Duke

Explanation: Jason McClune, the new transportation coordinator will be introduced to the board.

Information Only

Item 2.
(7:30 – 7:45)

New School Board Director – Mr. Long

Explanation: Mr. Long will provide a summary of the Board Director interviews.

Placed on the February 5, 2018 Voting Agenda at January 29, 2018 Special Meeting

Item 3.
(7:45 – 7:55)

Delinquent Real Estate Tax – Mrs. Duke

Explanation: Background information will be presented on the district's Delinquent Real Estate Tax Collections.

Information Only

Item 4.
(7:55 – 8:10)

Property Tax Rebate Program – Mrs. Duke

Explanation: Background information will be presented on the district's tax rebate program highlighting the effect of raising the threshold for 2018-19.

Approval for placement on the February 5, 2018 Voting Agenda

Item 5.
(8:10 – 8:30)

2017-2018 Budget Update - Mr. Johnston

Explanation: Mr. Johnston will review the 2017-2018 budget results through the first six months of the fiscal year.

Information Only

Item 6.
(8:30 – 8:40)

Update on Banking Service – Mr. Johnston

Explanation: Mr. Johnston will provide an update on new services offered.

Information Only

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.

Agenda – School Board Meeting
Penn Manor School District
Monday, February 5, 2018
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 20, 2018** following the Committee of the Whole meeting 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 Personnel and Student Matter as detailed on the Committee of the Whole agenda.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: January 22, 2018
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

Item 1. Election of New Board Director

- A. The Board Committee recommends the election of Mitchell L. Sweigart to fill the vacant Board position created by the resignation of Jeffrey E. Lyon.

Item 2. Oath of Office to Mitchell L. Sweigart

- Item 3. List of Newly Constituted Board Membership**
Ask for any necessary changes corrections to the list

Roll Call

Item 4. Review of School Board Meeting Agenda – Mr. Long

Item 5. Consent Agenda for the Committee of the Whole Meeting – The committee is recommending approval of the following: (ROLL CALL)

A. Capital Projects Budget for 2018-2109

Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year.

B. Property Tax Rebate Program Resolution (see pages 4-9)

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 \$75,000 to low income residents that are approved for the state rebate program.

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

A. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 10).

Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.

B. New Student Activity Fund Account - Anime & Manga Book Club

Explanation: As recommended by the high school principal, the Anime & Manga book club will focus on book talks and discussions about plot, character development, conflict and other literary elements of manga novels. From time to time cultural speakers, artists, writers and other associated experts may talk to the club, promoting deeper understanding of the art form and provide students insight into career opportunities. Fundraising activities will primarily fund the purchase of new books to be donated to the school library.

C. Boiler Repair at Penn Manor High School by McClure Company at a cost of \$9,300

Explanation: A recent inspection requires a Hydro-static pressure test on the high school boiler and replacement of the gasket.

D. Approval to Advertise and Bid for Tennis Court Project

Explanation: As part of the high school renovation project, tennis courts will be built on the Manor Middle School site.

- E. Approval to Advertise and Bid for Demolition Project of 66 Cottage Avenue

Explanation: As discussed at previous meetings, the buildings on 66 Cottage Avenue in Millersville are to be razed in preparation for the high school renovation project. The work will include asbestos abatement.

Item 7. 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 2017-2018 school year (see page 11)
- B. Leave to the individuals according to the terms listed:
- Classified Employees:
Employee G38 - Family Medical - January 9, 2018 – January 26, 2018
Employee G39 - Family Medical - December 31, 2017 – January 31, 2018
- C. Resignation of the individuals listed per the effective date:
Andrew Bailey, 12 month custodian, Manor Middle, effective 2/16/18
- D. Tenure for the individual listed as she has completed the requirement of three years of satisfactory teaching performance within the school district.
Jennifer A. Forney
- E. Revised Job Description – Athletic Director (see pages 12-14)

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
LANCASTER COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF PENN MANOR SCHOOL DISTRICT, LANCASTER COUNTY, PENNSYLVANIA, PROVIDING PROPERTY TAX REBATES TO CERTAIN SENIOR CITIZENS, WIDOWS, WIDOWERS, AND DISABLED PERSONS WITH FIXED AND LIMITED INCOMES; ESTABLISHING UNIFORM STANDARDS AND QUALIFICATIONS FOR ELIGIBILITY TO RECEIVE A REBATE; AND PROVIDING PENALTIES FOR FRAUDULENT CLAIMS.

WHEREAS, the Board of School Directors (“Board”) of the Penn Manor School District, Lancaster County, Pennsylvania (“School District”) considers it to be a matter of sound public policy to make special provisions for property tax rebates to that class of senior citizens, widows, widowers and disabled person who are real property taxpayers and who are without adequate means of support to enable them to remain in peaceable possession of their homes and to relieve their economic burden; and

WHEREAS, pursuant to this Resolution, the Board is demonstrating a willingness to help the above individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. **Definitions.** The following words and phrases, when used in this Resolution, shall have the meanings ascribed to them in this Section 1, except where the context clearly indicates or requires a different meaning.

(a) “Act” means Chapter 13 (Senior Citizens Property Tax and Rent Rebate Assistance) of the Taxpayer Relief Act, Act 1 of Special Session 2006.

(b) “Claimant” means a person who files a claim for property tax rebate under the Act and, during the 2017 calendar year, (i) was sixty-five (65) years of age or over, or whose spouse (if a member of the household) was sixty-five (65) years of age or over, (ii) was a widow or widower and was fifty (50) years of age or over, or (iii) was a permanently disabled person eighteen (18) years of age or over. For the purposes of this Resolution, the term “widow” or “widower” shall mean the surviving wife or surviving husband, as the case may be, of a deceased individual and who has not remarried, and the term “permanently disabled person” shall mean a person who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to continue indefinitely.

(c) “Claim Form” means the form attached hereto as Exhibit B and the additional information required to be filed with the Business Manager of the School District as set forth on such form.

(d) “Rebate Percentage Factor” shall be the percentage set forth in Exhibit A next to the Claimant’s Total Income.

(e) “Total Income” shall mean all income of a Claimant and Claimant’s spouse from whatever source derived, including, but not limited to:

- (i) Salaries, wages, bonuses, commissions, income from self-employment, alimony, support money, cash public assistance and relief;
- (ii) 50% of railroad retirement benefits;
- (iii) 50% of all benefits received under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.), except Medicare benefits;
- (iv) All benefits received under State unemployment insurance laws and veterans' disability payments;
- (v) All interest received from the Federal or any state government, or any instrumentality or political subdivision thereof;
- (vi) Realized capital gains and rentals;
- (vii) Workers' compensation;
- (viii) The gross amount of loss of time insurance benefits, life insurance benefits and proceeds, except the first \$5,000 of the total of death benefit payments; and
- (ix) Gifts of cash or property, other than transfers by gift between members of a household, in excess of a total value of \$300.

Notwithstanding the foregoing, the term does not include surplus food or other relief in kind supplied by a governmental agency, property tax or rent rebate or inflation dividend.

(f) "Property Tax Paid" shall be the property taxes paid to the School District during the 2017/2018 School District Fiscal Year and set forth on Line 13 of Form PA-1000 2017 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(g) "School District Fiscal Year" means July 1st to the following June 30th.

(h) "Resolution" means this Resolution.

2. Property Tax Rebate.

(a) Subject to the other provisions of this Resolution, during the 2018/2019 School District Fiscal Year, the School District shall pay a property tax rebate to each Claimant equal to the Claimant's Property Tax Paid times the applicable Rebate Percentage Factor.

(b) Notwithstanding the foregoing, a Claimant with Total Income greater than \$25,000 shall not be eligible for a property tax rebate and any property tax rebate to be paid by the School District to an otherwise eligible Claimant in the 2018/2019 School District Fiscal Year shall be limited to the lesser of:

(i) The excess of property taxes paid to the School District by the Claimant in the 2017/2018 School District Fiscal Year over the property tax rebate paid to the

Claimant under the Act during the 2018/2019 School District Fiscal Year by reason of the payment of such property taxes to the School District; and

(ii) Six Hundred Fifty Dollars (\$650.00).

3. **Filing.** To claim and receive the property tax rebate provided for under Section 2 from the School District, the Claimant must file a claim for the property tax rebate with the Business Manager of the School District on or before the end of the 2018/2019 School District Fiscal Year. Only one Claimant from a homestead during the 2018/2019 School District Fiscal Year shall be entitled to a property tax rebate from the School District. If two or more persons are able to meet the qualifications for a Claimant, the rebate shall be paid to the Claimant(s) who received the property tax rebate under the Act.

4. **Claim Form.**

(a) When filing for a property tax rebate from the School District, Claimant shall timely file with the Business Manager of the School District a Claim Form (and all required additional information which shall include evidence of the rebate amount received from the Commonwealth of Pennsylvania). Appropriate evidence of the rebate amount received from the Commonwealth of Pennsylvania shall include a copy of the rebate check received from the Pennsylvania Department of Revenue or a copy of the Claimant's bank statement reflecting the direct deposit of the rebate amount.

(b) The following is an example to illustrate the requirements of Sections 2 through 4. The example is for illustration purposes only.

Example: Claimant files for a property tax rebate under the Act with the Pennsylvania Department of Revenue by filing Form PA-1000 2017 (Property Tax or Rent Rebate Claim) in connection with property taxes paid in 2017. On July 15, 2018, Claimant receives a property tax rebate from the Commonwealth of Pennsylvania in connection with such filing. Claimant may now file for a property tax rebate with the School District by submitting a Claim Form to the School District (with a copy of the Form PA-1000 2017 (Property Tax or Rent Rebate Claim) filed with the Pennsylvania Department of Revenue and evidence of the rebate amount received) on or before June 30, 2019.

5. **Incorrect Claim.** Whenever the Business Manager of the School District finds a claim to have been incorrectly determined, the Business Manager shall redetermine the correct amount of the claim and notify the Claimant of the reason for the redetermination and the amount of the corrected claim.

6. **Fraudulent Claim; Conveyance to Obtain Benefits.**

(a) In any case in which a claim is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five percent (25%) of the amount claimed shall be imposed. The penalty and the amount of the disallowed claim, if the claim has been paid, shall bear interest at the rate of one-half (½) of one (1%) percent per month from the date of the claim until repaid. The Claimant and any person who assisted in the

preparation of filing of a fraudulent claim shall be subject to criminal prosecution in accordance with applicable provisions and penalties as provided in the Pennsylvania Crimes Code.

(b) A claim shall be disallowed if the Claimant received title to the homestead primarily for the purpose of receiving a property tax rebate.

7. **Petition for Redetermination.** Any Claimant whose claim for a property tax rebate is either denied, corrected or otherwise adversely affected by the Business Manager of the School District, may file with the Board a petition for redetermination within ninety (90) days after the date of mailing or written notice by the Business Manager of such action. Such petition shall set forth the grounds upon which the Claimant alleges that such action of the Business Manager is erroneous or unlawful, in whole or in part, and shall be accompanied by an affidavit of affirmation that the facts contained therein are true and correct. The Board shall hold such hearings as may be necessary for the purpose of redetermination and each Claimant who has duly filed such petition for redetermination shall be notified by the Board of the time when, and the place where, such hearing in his or her case will be held. The determination of the Board after such hearings and any required further review shall be final.

8. **Severability.** The provisions of this Resolution are severable; if any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional or illegal or invalid, the decision of any Court shall not affect or impair any of the remaining provisions of this Resolution. It is hereby declared to be the intent of the Board of the School District that this Resolution would have been adopted had such unconstitutional or illegal or invalid word, phrase, clause, sentence, section or provision thereof not been included herein.

9. **Effective Date.** This Resolution shall be effective solely for the 2018/2019 School District Fiscal Year and shall be deemed repealed for all School District Fiscal Years thereafter.

RESOLVED by the Board this 1st day of February, 2018.

Attest:

PENN MANOR SCHOOL DISTRICT

Secretary

By: _____
President

(SEAL)

EXHIBIT A

Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$5,499	100%
\$5,500 to \$5,999	90%
\$6,000 to \$6,499	80%
\$6,500 to \$6,999	70%
\$7,000 to \$7,499	60%
\$7,500 to \$7,999	50%
\$8,000 to \$8,499	40%
\$8,500 to \$8,999	35%
\$9,000 to \$9,999	25%
\$10,000 to \$11,999	20%
\$12,000 to \$12,999	15%
\$13,000 to \$25,000	10%
\$25,001 or over	Not Eligible

EXHIBIT B

PENN MANOR SCHOOL DISTRICT

**PROPERTY TAX REBATE
Tax Year – 2018/2019**

FILING INSTRUCTIONS

WHERE TO FILE: Penn Manor School District, P.O. Box 1001, Millersville, PA 17551
WHEN TO FILE: After July 1, 2018 but before June 30, 2019

Please print legibly or type

PART A – Personal Information
Name of Claimant:
Address of Claimant:
Tax Bill Number:
Birth date of Claimant:
Social Security Number of Claimant:

PART B – Form PA-1000 2017 (Property Tax or Rent Rebate Claim)
Insert amount from Line 12 on Form PA-1000 2017 (Total Income) \$
<i>Inserted amount may not exceed \$25,000</i>

PART C – Calculation of Property Tax Rebate from School District
(a) Insert total property taxes paid to School District \$
(b) Insert amount from Line 14 on Form PA-1000 2017 (Property Tax Rebate) \$
(c) Subtract line (b) from line (a) \$
(d) Insert Percentage Rebate Factor (see Rebate Percentage Table)
(e) Multiple line (a) by line (d) \$
(f) Property Tax Rebate from the School District (insert the lessor of line (c) and line (e))
<i>Inserted amount on line (f) may not exceed \$650</i>

PART D – Required Information
(a) Copy of Form PA-1000 2017 (Property Tax or Rent Rebate Claim) filed with the PA Dept. of Revenue
(b) Evidence of receipt of amount set forth in Part C, Line (b)

I declare that this form is true, correct and complete, that the documents required and attached hereto under Part D are true and correct copies of those documents, and that to the best of my knowledge and belief this is the only claim filed by members of my household.

 Claimant's Signature
 _____ / _____ / _____
 Date

 Signature of Preparer (if other than Claimant)

 Telephone Number

**PENN MANOR SCHOOL DISTRICT
2017-18 DELINQUENT REAL ESTATE TAXES
TURNED OVER TO TAX CLAIM ON JANUARY 15, 2018**

Listed below is the total of the Real Estate and Interim Taxes for each township submitted to Lancaster County Tax Claim for collection:

			#Parcels
<u>REAL ESTATE</u>	<u>BASE</u>	<u>PENALTY</u>	
CONESTOGA	\$ 87,207.34	\$ 95,928.11	69
MANOR	\$ 378,548.66	\$ 416,403.60	216
MARTIC	\$ 148,944.47	\$ 163,838.96	86
MILLERSVILLE	\$ 44,598.68	\$ 49,058.56	26
PEQUEA	\$ 102,383.58	\$ 112,621.93	43
TOTAL	<u>\$761,682.73</u>	<u>\$837,851.16</u>	440
<u>INTERIMS</u>	<u>BASE</u>	<u>PENALTY</u>	
CONESTOGA	\$ -	\$ -	0
MANOR	\$ 6,972.85	\$ 7,670.14	2
MARTIC	\$ -	\$ -	0
MILLERSVILLE	\$ -	\$ -	0
PEQUEA	\$ 2,633.75	\$ 2,897.12	1
TOTAL	<u>\$9,606.60</u>	<u>\$ 10,567.26</u>	3
GRAND TOTAL	\$771,289.33	\$848,418.42	443

Support Staff Personnel Action Items

Board Action	Last Name		First Name		Position	Building	Hours per		Days per		Rate	Status	Total Overall	
	Name	Name	Name	Name			Day	Year	Day	Year			Daily Hours	
2/5/18	* WALBORN	AMY	AMY	AMY	ENROLLMENT RELATED AIDE - AST	CENTRAL MANOR	2.5	180	180	\$	10.18	2017-18 school year only	2.5	Effective 2/5/18
2/5/18	* DEFRANCO-HAAS	KATHLEEN	KATHLEEN	KATHLEEN	HEALTH ROOM ASSISTANT	PEQUEAMARTIC	6.5	180	180	\$	20.27	Permanent	6.5	Effective 1/2/18, Monday thru Friday
2/5/18	* LAUGHMAN	TIA	TIA	TIA	HEALTH ROOM ASSISTANT	HAMBRIGHT	6.5	36	36	\$	15.00	Permanent	6.5	Effective 1/2/18, Tuesday only
2/5/18	* LAUGHMAN	TIA	TIA	TIA	HEALTH ROOM ASSISTANT	MANOR	7	144	144	\$	15.00	Permanent	7	Effective 1/2/18, M/W/Tu/F
2/5/18	* WENGER	VERONIKA	VERONIKA	VERONIKA	HEALTH ROOM ASSISTANT	CENTRAL MANOR	6.5	180	180	\$	13.16	Permanent	6.5	Effective 1/2/18, Monday thru Friday

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

13. Supervise all coaches, their programs, and their duties during practices, games, and in the locker rooms.
14. Report any unusual incidents occurring at athletic events to the appropriate administrator.
15. Monitor strength training coach and operation of weight room.
16. Develop procedures for the prevention and care of student athlete accidents/injuries.
17. Prepare and coordinate, with Buildings and Grounds, all facility needs associated with the athletic program.
18. Oversee/run all athletic contests for leagues and district/state playoffs.
19. Collect, verify, and deposit funds received from charged athletic contests and events.
20. Request checks and arrange for payment to officials working athletic contests and events.
21. Coordinate with the athletic booster clubs' regarding fundraising and other booster club activity.
22. Serve as an effective communicator and liaison among administration, coaching staff, students, parents, community, and School Board Directors. Work to resolve differences between coaches, parents, and players.
23. Represent the school at athletic meetings.
24. Provide the management for approximately 22 high school varsity sports and 10 middle school sports.
25. Be physically present during the hours of practices and home contests to provide direction and supervision for the athletic activities.
26. Implement positive sports citizenship activities within an educationally sound athletic program and communicates expectations to coaches, athletes, officials and spectators.
27. Perform other duties as assigned by the High School Principal and Superintendent.

QUALIFICATIONS:

Prior experience in athletic administration, extensive knowledge of and experience with athletic programs
 Ability to oversee activities related to the management of athletic functions
 Strong knowledge of P.I.A.A. rules and regulations
 Coaching experience preferred
 Bachelor's degree required; a Master's Degree in Sports Administration preferred
 First Aid, CPR, and AED certification preferred
 Completion and submission of all mandated pre-employment documents and information
 Such additions or alternatives to the above qualifications as the Board may find appropriate and acceptable consistent with applicable Pennsylvania

law, regulations and requirements of the Pennsylvania Department of Education.

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday
Ability to provide safe physical management (restrain) of students when necessary

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to both inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under a high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
Must possess computer skills
Ability to operate various athletic and office equipment
Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)