

**MANHEIM TOWNSHIP SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS MEETING**

**District Office**

**June 20, 2019**

**7:00 p.m.**

**MINUTES**

Nikki Rivera, President, called the Board Meeting of the Manheim Township Board of School Directors to order at 7:00 p.m. School directors present were Mark Anderson, Janet Carroll, Steve Grosh, JoAnn Hentz, Curtis Holgate, Bill Murry, Nikki Rivera, John Smith, and Joyce Stephens. Also present were Dr. Robin Felty, Superintendent; and Marcie Brody, Assistant Board Secretary.

Absences:

Visitors present are recorded in the official school board guest book. A quorum was present, and due notice had been published.

<b>Pledge of Allegiance</b>	Mrs. Rivera led the assembly in the Pledge of Allegiance.
<b>Announcements</b>	<ul style="list-style-type: none"><li>• The Board of School Directors of Manheim Township School District held an executive session before this evening's board meeting. The Board met in executive session for the planning, reviewing and discussing matters related to school safety, the disclosure of which, if conducted in public, would be reasonably likely to impair the effectiveness of such measures; or create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including building, public utility, resource, infrastructure, facility or information storage system.</li><li>• This meeting is being audio recorded solely for the purpose of transcribing meeting minutes.</li><li>• Public congratulations to Dr. Felty for the appointment of the Board of Directors for Leadership Lancaster.</li></ul>
<b>Presentations:</b>	<ul style="list-style-type: none"><li>• Dr. Reimann presented the June Employee of the Month – Brad Rhine, Database Administrator at the District Office</li><li>• Envisions presented a check for \$40,000 for library resources to the district</li><li>• MTEF Recognition of Mrs. Hannah Bartges for years of service to the district</li></ul>
<b>Roll Call Vote</b>	Mrs. Rivera announced that unless otherwise stated, each vote taken at this meeting will be considered a roll call vote and the secretary will record any negative votes or abstentions.
<b>Manheim Township Citizens Comments</b>	Mrs. Rivera invited citizens in the audience to comment on any item on the agenda.  No comments
<b>Approval/Modification of Agenda</b>	Mrs. Rivera asked if there were any agenda items that should be removed from the consent portion of the agenda.  On motion by Mr. Murry and seconded by Mrs. Carroll, the agenda passes 9-0.
<b>Consent Agenda</b>	On motion by Mr. Anderson and seconded by Mr. Grosh the consent agenda passes 9-0 with Mr. Anderson

pulling Item B and Mrs. Rivera pulling Item L.

- A. Recommend approval of the Treasurer's Report (attachment)
- B. Recommend approval of the Personnel Report (cover)(personnel) (contentspecialist) (categories) (ranges) (adjustments)
- C. Approve the proposed 2019-2020 Food Services Budget and Meal Prices (cover) (budget)
- D. Approval of the Special Education Services Agreement with the IU13 for the 2019-2020 school year (cover) (PT/OT) (Speech/Language) (JobTraining) (agreement)(costs)
- E. Approve transfer of \$120,776 from the General Fund to the Capital Reserve Fund (cover)
- F. Approve submission of PlanCon Part K related to the issuance of the General Obligation Bonds, Series of 2019, to the PA Department of Education for their approval (cover) (attachment)
- G. Approve authorizing the Accounting Supervisor to make necessary Budget Transfers for the 2019/20 School Year after June 30, 2019 (cover)
- H. Approve authorizing the Accounting Supervisor to pay appropriate bills as submitted for June and July 2019 (cover)
- I. Approval for Administration to hire staff members necessary to begin the 2019-20 school year, with the understanding that the Board has final approval of all hirings (cover)
- J. Approve the continued partnership between Manheim Township School District and IU13 by agreeing to the attached Lancaster-Lebanon Virtual Solutions Agreement (cover) (contract)
- K. Recommendation for Field Trip Approval(s) (cover) (list)
- L. Proposed merging of "Board Member Reports" & "Other Board Member Reports" sections of School Board Meeting agenda (follow up to New Business Item on 5/16/19) (cover)
- M. Second reading and final approval of the following policies:
  - Policy 602 – Budget Planning (cover) (policy)
  - Policy 603 – Budget Preparation (cover) (policy)
  - Policy 604 – Budget Adoption (cover) (policy)
  - Policy 605 – Tax Levy (cover) (policy)
  - Policy 606 – Tax Collection (cover) (policy)
  - Policy 606.1 – Delinquent Taxes – Attorneys' Fees – ELIMINATE (cover) (policy)
  - Policy 607 – Tuition Income (cover)(policy)
  - Policy 608 – Bank Accounts (cover) (policy)
  - Policy 609 – Investment of District Funds (cover) (policy)
  - Policy 610 – Purchases Subject to Bid/Quotation (cover) (policy)
  - Policy 611 – Purchases Budgeted (cover) (policy)
  - Policy 612 – Expenses Not Budgeted (cover) (policy)
  - Policy 613 – Cooperative Purchasing (cover) (policy)
  - Policy 235.2 – Surveys (cover) (policy)
- N. First reading of the following policies with final approval in August:
  - Policy 614 – Payroll Authorization (cover) (policy)
  - Policy 615 – Payroll Deductions (cover) (policy)
  - Policy 616 – Payment of Bills (cover) (policy)
  - Policy 616.1 – Electronic Signatures (cover) (policy)(NEW)
  - Policy 617 – Petty Cash (cover) (policy)
  - Policy 618 – Special Purposes Fund (cover) (policy) (ELIMINATION)
  - Policy 618.1 Student Activities Fund (cover) (policy) (becomes 618 through merging)
  - Policy 619 – District Audit (cover) (policy)
  - Policy 620 – Returned/Lost Checks (cover) (policy) (ELIMINATION)
  - Policy 621 – Local Taxpayer Bill of Rights (cover) (policy)
  - Policy 622 – GASB Statement 34 (cover) (policy)
  - Policy 623 – Fund Balance (cover) (policy)
  - Policy 624 – Taxable Fringe Benefits (cover) (policy) (NEW)

**Items Pulled for Consideration**

Policy 625 – Procurement Cards (cover) (policy)

- On motion by Mrs. Stephens and seconded by Mr. Anderson to open discussion on Item B. Mr. Anderson wishes to formally welcome Dan Lyons. Motion carries 9-0.
- On motion by Mrs. Stephens and seconded by Mrs. Carroll to open discussion on Item L. Mrs. Rivera would like to amend the motion to merge Board Member Reports and Other Board Member Reports to read “Board Member Reports” and reflect at the December Board Reorganization Meeting. Mrs. Carroll moved and Mrs. Stephens seconded. Motion carries 9-0.

**Other Recommended Actions**

- Mr. Anderson moved and Mr. Grosh seconded the approval of the Secretary’s minutes of the May 9, 2019 Board Work Session and the regular meeting of the Board of School Directors on May 16, 2019. Motion passes 9-0.
- Mr. Anderson moved and Mrs. Carroll seconded the approval of the 2019-20 Final General Fund Budget in the amount of \$101,920,345 and a millage rate of 15.3103 as presented on form PDE-2028. Motion carries 8-1 with Mr. Murry voting no.
- Mr. Murry moved and Mr. Anderson seconded to recommend adoption of the Resolution Implementing Homestead and Farmstead Exclusions for the 2019-20 Fiscal Year as required under the Taxpayer Relief Act. Motion carries 9-0.
- Mr. Murry moved and Mrs. Stephens seconded to approve the Resolution for Commitment Fund Balance. Motion carries 9-0.
- Mr. Anderson moved and Dr. Smith seconded to approve a declaration that the District Superintendent and Assistant District Superintendent have met the agreed upon objective performance standards established pursuant to the Public School Code. Motion carries 9-0.
- Mr. Anderson moved and Mrs. Stephens seconded to approve an increase of 4.12% to the current salary of District Superintendent Dr. Robin Felty as per the evaluation process established within her employment agreement.

**Superintendent’s Report**

- Successful ending to the 2018-19 school year. Congratulations to the Class of 2019
- Summer lunch program is off to a great start. Federal funding was received for Brecht, Bucher and Schaeffer Elementaries to provide free lunches Monday through Friday to any child up to age 18.
- Dr. Felty provided an update with the taxpayer lawsuit. The information will be posted on the district website.

**New Business**

- No new business

**Board Member Reports**

- Student Representatives –
- IU13 – Annie Sullivan award was presented; Mrs. Rivera was nominated and accepted the Vice President position for the IU13 Board
- Manheim Township Commissioners – Monday is the scheduled vote for Oregon Village at 6:00PM
- Lancaster County Academy – Academy is officially moving to HACC
- LCCTC – last month was a combined meeting with the LCCTC Authority (owns the building and the land, JOC does the management of the school); Mount Joy land development was discussed; approved PSBA salary review; starting policy review; Manheim Township parents were pleased with the LCCTC page in the yearbook
- Envisions – camp is off and running; registration for fall is at a historic high with waiting lists currently starting
- PSBA –
- Manheim Township Education Foundation – no report
- Manheim Township Parks & Recreation – no report (no meeting)

**Other Board Member**

- Mrs. Rivera thanked the Board for a successful year
- Mrs. Carroll spoke regarding graduation

**Reports**

**Citizens’  
Comments**

- Courtney Morton spoke regarding the summer lunch program; keeping updated on tax collector information

**Adjournment**

Mr. Grosh moved and Mr. Murry seconded a motion to adjourn the meeting at approximately 8:05 pm.

Voice vote with all members present voting aye. Motion carried.

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Nikki Rivera, President

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Jennifer R. Davidson, Secretary