

**Manheim Township School District  
School Board of Directors  
Work Session  
June 13, 2019  
7:00 p.m.  
District Office**

**Our Mission: Nurture and Challenge for Success**

**AGENDA**

- |      |  |                          |  |
|------|--|--------------------------|--|
| 7:00 | 1. Call to order   |                          | Mrs. Rivera, President   |
|      | 2. Pledge of Allegiance  |                          | Mrs. Rivera, President   |
|      | 3. Announcements   |                          | Mrs. Rivera, President   |
|      | 4. Presentations:  |                          |  |
|      | • Middle School Project Update   | <i>Information Only</i>  | Mr. Darkey, Project Manager  |
|      | • Spring Sports Wrap-Up  | <i>Information Only</i>  | Mr. Czerwinski, Athletic Director  |
|      | 5. June Bus Driver Updates ( <a href="#">cover</a> )   | <i>Information Only</i>  | Dr. Felty  |
|      | 6. Student Wellness Policy Annual Update ( <a href="#">cover</a> )   | <i>Information Only</i>  | Dr. Reimann, Assistant Superintendent; Mr. Dierolf, Food Service Manager |
|      | 7. Approve the proposed 2019-2020 Food Services Budget and Meal Prices ( <a href="#">cover</a> ) ( <a href="#">budget</a> )  | <i>ACTION 2019.06.20</i> | Mr. Dierolf; Mr. Barron, Supervisor of Accounting                        |
|      | 8. Approval of the 2019-2020 Final General Fund Budget in the amount of \$101,920,345 and a millage rate of 15.3103 as presented on form PDE-2028 ( <a href="#">cover</a> ) ( <a href="#">PDE2028</a> ) ( <a href="#">resolution</a> ) | <i>ACTION 2019.06.20</i> | Mrs. Robbins, Chief Operating Officer                                    |
|      | 9. Recommend adoption of the Resolution Implementing Homestead and Farmstead Exclusions for the 2019/20 Fiscal Year as required under the Taxpayer Relief Act ( <a href="#">cover</a> ) ( <a href="#">resolution</a> )                 | <i>ACTION 2019.06.20</i> | Mrs. Robbins   |
|      | 10. Approval of the Special Education Services Agreement with the IU13 for the 2019-2020 school year ( <a href="#">cover</a> ) ( <a href="#">PT/OT</a> )   | <i>ACTION 2019.06.20</i> | Mrs. Lefever, Director of Pupil Services                                 |

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[\(Speech/Language\)](#) [\(JobTraining\)](#) [\(agreement\)](#)[\(costs\)](#)

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|---|------------------------------------|---|
| 11. Approve the Resolution for Commitment Fund Balance<br><a href="#">(cover)</a> <a href="#">(resolution)</a>  | <b>ACTION</b><br><b>2019.06.20</b> | Mrs. Robbins  |
| 12. Approve transfer of \$120,776 from the General Fund to the Capital Reserve Fund <a href="#">(cover)</a>   | <b>ACTION</b><br><b>2019.06.20</b> | Mrs. Robbins  |
| 13. 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 <a href="#">(cover)</a> <a href="#">(attachment)</a>   | <b>ACTION</b><br><b>2019.06.20</b> | Mrs. Robbins  |
| 14. Approve authorizing the Accounting Supervisor to make necessary Budget Transfers for the 2019/20 School Year after June 30, 2019 <a href="#">(cover)</a>  | <b>ACTION</b><br><b>2019.06.20</b> | Mrs. Robbins  |
| 15. Approve authorizing the Accounting Supervisor to pay appropriate bills as submitted for June and July 2019 <a href="#">(cover)</a>  | <b>ACTION</b><br><b>2019.06.20</b> | Mrs. Robbins  |
| 16. 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 <a href="#">(cover)</a>   | <b>ACTION</b><br><b>2019.06.20</b> | Ms. Heintzelman,<br>Director of Human<br>Resources                        |
| 17. Approve the continued partnership between Manheim Township School District and IU13 by agreeing to the attached Lancaster-Lebanon Virtual Solutions Agreement <a href="#">(cover)</a> <a href="#">(contract)</a>  | <b>ACTION</b><br><b>2019.06.20</b> | Dr. Nell, Director of<br>Federal Programs,<br>Curriculum &<br>Instruction |
| 18. Recommendation for Field Trip Approval(s) <a href="#">(cover)</a> <a href="#">(list)</a>  | <b>ACTION</b><br><b>2019.06.20</b> | Dr. Reimann   |
| 19. 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) <a href="#">(cover)</a>   | <b>ACTION</b><br><b>2019.06.20</b> | Dr. Felty   |
| 20. Second reading and final approval of the following policies:<br>Policy 602 – Budget Planning <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 603 – Budget Preparation <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 604 – Budget Adoption <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 605 – Tax Levy <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 606 – Tax Collection <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 606.1 – Delinquent Taxes – Attorneys’ Fees – ELIMINATE <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 607 – Tuition Income <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 608 – Bank Accounts <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 609 – Investment of District Funds <a href="#">(cover)</a> <a href="#">(policy)</a><br>Policy 610 – Purchases Subject to Bid/Quotation <a href="#">(cover)</a> <a href="#">(policy)</a> | <b>ACTION</b><br><b>2019.06.20</b> | Dr. Felty   |

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- 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](#))

21. First reading of the following policies with final approval in August: **ACTION** Dr. Felty  
**2019.06.20**
- 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)
  - Policy 625 – Procurement Cards ([cover](#)) ([policy](#))
22. **Manheim Township citizens' comments:** Ms. Rivera  
*We value community input and welcome residents of Manheim Township School District to come to the microphone with comments for the good of the whole. As outlined in Policy #903 (which appears in its entirety posted on the sign-in table, and on our school district website), please state your name and address, complete your comment within five (5) minutes, and please understand that, as a general rule, the Board will not engage in discussion at this time. If your comment requires a follow-up, the appropriate district employee or Board member will contact you. In addition, residents may submit questions in writing to Mrs. Davidson, our Board Secretary, at [jrd@mtwp.net](mailto:jrd@mtwp.net).*
23. **Adjournment** Ms. Rivera