

**Minutes
Committee of the Whole
April 1, 2013**

The Penn Manor School Board met in an Executive Session at 4:45 p.m. for the discussion of the Superintendent's evaluation, personnel and student matters.

The Penn Manor School Board met in a workshop beginning at 5:30 on Special Education Programming.

The Penn Manor School Board met as a Committee of the Whole at 6:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Board member Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mr. Tom Crabtree and Mr. Larry Levato from Crabtree, Rohrbaugh and Associates Architects, Mr. Dennis Coleman, Dr. Jerry Egan, Ms. Christine Santaniello, Mr. Dana Edwards, Mrs. Barb Kamen, Mr. John Berry, Mrs. Amy Wall, Mrs. Elaine Jones, and Mrs. Cindy Rhoades, Assistant Board Secretary.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, April 22, 2013, at 7:00 in the Board Room of the Manor Middle School.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the March 18, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. There were none.

Mr. Tom Crabtree from Crabtree, Rohrbaugh and Associates Architects reviewed details regarding the opening of bids for the new Hambright Elementary School. Approval for placement of the bid items on the April 1 board agenda was approved on a motion by Dr. Frerichs and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mrs. Hallock reviewed the program for literacy coaching currently practiced in the elementary division. Mrs. Kamen and Mr. Berry shared their particular experiences with the program.

Dr. Shaffer, Ms. Santaniello, and Mr. Edwards discussed upcoming schedule and curriculum modifications for Spanish and Reading necessitated by a review of PVAAS data as well as implementation of the Keystone exams.

Dr. Shaffer requested input from school board textbook liaisons for the recommendation of high school foreign language materials purchase of new German textbooks. Approval for placement of these items on the April 22 board agenda was approved on a motion by Mrs. Green and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter reviewed proposed changes to three district policies. Approval for placement of these items on the April 1 board agenda was approved on a motion by Mr. Straub and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Frerichs reviewed the 2013-2014 Intermediate Unit 13 Core Program of Services and Instructional Media Services budgets. Approval for placement of this item on the April 1 board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, abstained; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Reisinger reviewed the 2013-2014 1:1 student laptop proposal for the Penn Manor High School.

Mr. Reisinger reviewed the position description for the new Data Specialist position proposed for 2013-2014. Approval for placement of this item on the April 1 board agenda was approved on a motion by Mr. Straub and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:16 p.m. on a motion by Mr. Straub, a second by Mrs. Green, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Assistant Board Secretary

MINUTES
Penn Manor Board of School Directors
April 1, 2013

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. J. Kenneth Long at 8:27 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, April 22, 2013, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Lechliter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Amy Wall, Mrs. Elaine Jones, and Mrs. Cindy Rhoades, Assistant Board Secretary.

Mr. Long asked if there were any Citizen's Comments. There were none at this time.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the March 18, 2013. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechliter provided the Superintendent's report.

Item 1. The School Board Meeting Agenda was reviewed.

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

A. First Reading of Policies:

610 – Purchases Subject to Bid/Quotation

611 – Purchases Budgeted

822 – Automated External Defibrillator (AED/Cardiopulmonary Resuscitation (CPR))

B. Revised Job Descriptions (previously distributed):

Athletic Director Secretary

Elementary Counselor

Secondary Counselor

Custodian

Head Custodian

Custodian / Central Receiving

Buildings and Custodial Maintenance Supervisor

Elementary Principal

Field Manager/Comet Field
 Certified School Nurse
 Wastewater Treatment/Domestic Well Water Specialist

- C. The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2013-2014 school year as presented.
- D. 1:1 Student Laptop Project for Penn Manor High School to begin during the 2013-2014 school year. Estimated costs are \$578,000, to be paid from the Technology Capital Reserve Fund.
- E. Position Description for Data Specialist (see pages 6-7).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A, B, D, E: It was moved by Mr. Straub and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM

2 B: It was moved by Dr. Frerichs and seconded by Mrs. Green to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, abstained; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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

- A. Holiday Schedule for the 2013-2014 school year as listed (see pages 8-9)
- B. Tuition free senior:
 Bobby Bustamante
 Shadrack Kiprof
- C. Resolution authorizing Superintendent of Schools to electronically sign documents with the Pennsylvania Department of Education (see pages 10-11).

Explanation: The Pennsylvania Department of Education recently announced that they are piloting electronic signatures (e-signatures) for school districts as part of planned upgrades to the department's e-Grant system. For the 2013-14 fiscal year the department will be allowing e-signatures for Consolidated Application Agreements of the Division of Federal Programs. In subsequent years, the use of e-signatures will be extended to other grant programs. School districts wishing to use e-signatures must have their board adopt this resolution developed by PDE in order to participate.

- D. Appoint Cindy Rhoades as Assistant Secretary for the Board of School Directors (see page 12).

Explanation: Upon review with the Solicitor, a resolution must be passed by the Board of School Directors officially appointing an individual to serve in absence of the Board Secretary.

- E. Pequea Intercom Replacement Project with Sage Technology Solutions for \$29,539 as per the attached proposal. (see pages 13-20).

Explanation: To furnish and install an intercom system at Pequea Elementary School. The system will be adaptable to any proposed future renovation project at the building. The project was approved as part of the 2012-13 Capital Projects Plan and will be run through the Capital Reserve Budget.

- F. Manor Middle School Intercom Replacement Project with Sage Technology Solutions for \$27,086 as per the attached proposal. (see pages 13-20).

Explanation: To furnish and install an intercom system at Manor Middle School. The system will be adaptable to any proposed future renovation project at the building. The project was approved as part of the 2012-13 Capital Projects Plan and will be run through the Capital Reserve Budget.

- G. PPL Right of Way Agreement for Millersville Road (see pages 21-23).

Explanation: Right of way agreement needed to run electrical to the new Elizabeth Martin Elementary School building project.

- H. Hambright Elementary School Project – Notice of Intent to Award Bids to the contractors listed below for the amounts stated for the Hambright Elementary School new construction project (PDE project number 3677). Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued). (Bid tabulations will be distributed).

General Construction

MCA Construction
\$11,373,000.00 base bid

HVAC

Frey Lutz
\$2,765,000.00 base bid

Electrical

Hirneisen Electric Inc.
\$1,728,700.00 base bid

Plumbing

Vision Mechanical Inc.
\$796,000.00 base bid

Fire Protection

S. A. Comunale Inc.
\$508,000 .00 base bid

- I. Hambright Elementary School Project – Plancon Part F, Attachment C Post-Bid Opening Notification, for the Hambright Elementary School new construction project (PDE project number 3677). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education.

Explanation: Following bid opening and the decision by the Board to award and/or reject bids but prior to the district entering into construction contracts, Attachment C, Post-Bid Opening Certification, with information on bids received, alternates accepted and other pertinent information, must be submitted before final processing of PlanConPart F can take place. PlanCon Part F approval by PDE for a project will not be issued until this certification is received, all bidding has been completed and board decisions have been made.

- J. Hambright Elementary School Project – Plancon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Hambright Elementary School new construction/renovation project (PDE project number 3677). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education.

Explanation: Part G, Project Accounting Based on Bids, is concerned with actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G. The district must receive PDE approval for Part G prior to entering into contracts and starting construction.

- K. Hambright Elementary School Project – Notice of Intent to Award Bid Technology/Data Project with Sage Technology Solutions for \$575,146.

Explanation: To furnish and install the Intercommunications, Clock, Sound and Classroom AV systems and structured cabling system for the new Hambright Elementary School Project. This turnkey design system proposal utilizes COSTARS and PEPPM contracts with all products available at or below published discounts.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – K:

It was moved by Ms. Wert and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel Actions – 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 2012-2013 school year (see page 24).

- B. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (*pending receipt of required paperwork).

Christine M. Bauer
Lauren McCartney Cusick

- C. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
Bonnie Gambler, elementary teacher, effective the end of the 2012-2013 school year
Mike Kaufhold, secondary teacher, effective the end of the 2012-2013 school year
Paul Milot, secondary teacher, effective the end of the 2012-2013 school year
Judith Ruth, secondary teacher, effective the end of the 2012-2013 school year
Leslie Schmucker, elementary teacher, effective the end of the 2012-2013 school year
Angie Stiklaitis, secondary teacher, effective the end of the 2012-2013 school year
Vickie Usciak, elementary teacher, effective the end of the 2012-2013 school year
- D. Head Cheerleading Coach
Brenda Spicer
- E. Volunteer Junior High Track Coach
Doug Kramer
- F. Resignation of the individuals listed below per the effective date cited.
Susan J. Miller, ERA – LTS, effective March 22, 2013
Ismat Batool, ERS – LTS, effective February 25, 2013
- G. Co-curricular Position
ETPM Tech Position – Edward Weber, \$315 for the 2012-2013 school year

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - G: It was moved by Mrs. Green and seconded by Ms. Wert to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:35 p.m. on a motion by Mrs. Green and seconded by Ms. Wert and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Assistant Board Secretary