

MINUTES
Committee of the Whole
April 14, 2014

Following a tour of the Hambright Elementary School construction project, the Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of the Superintendent's evaluation, an update on teacher negotiations, personnel and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:05 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. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Peggy Anastasio, Mr. Frank Hoke, Mrs. Carly McPherson, Mr. Dell Jackson, Mrs. Mary Kay Fair, Mrs. Amy Wall, Mr. Erik Dutchess, Mrs. Jen Kroesen, Mrs. Carole Chismar, Ms. Peg Murr, Mr. Dave Hess, Mrs. Kim Frey, Ms. Chris White, Ms. Mindy Rottmund, Mr. Brian Stevenson, Mrs. Elaine Jones, Lancaster Newspaper reporter, Mr. Brian Wallace, and Mrs. Cindy Rhoades, 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, May 5, 2014, at 7:00 PM in the Board Room of Manor Middle School.

Reed Stevenson, a sixth grade student from Letort Elementary School led the Pledge of Allegiance.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the March 17, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Alivia Starin and Eric Shuffelbottom gave the student report to the board.

Mr. Long asked if there were any Citizen's Comments. Mr. Frank Hoke, Penn Manor's representative to the IU13 Joint Authority Board, gave an update on the March meeting.

Mr. Long reviewed the upcoming Board development opportunities. Mr. Straub reported that the LCCTC received unanimous approval for their 2014-2015 budget. Mrs. Friedman reminded the board of the Facility Committee Meeting to be held on Monday, April 28 at 8:00 AM.

Mrs. Hallock and Dr. Shaffer introduced the following new teachers to the board – Catherine Christoffersen, Caitlyn Zechman, Lorien Gilbert, Molly Miller, Emily Von Harten, Joshua Bressler, Amy Flores, and Brandon Way.

Dr. Leichliter reviewed the collective bargaining agreement with the Penn Manor Education Association for three years from July 1, 2014 to June 30, 2017. Approval for placement of this

item on the April 14, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Kreider and Mrs. Anastasio reviewed the components of the state mandated special education plan. Approval for placement of this item on the April 14, 2014, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Fullerton The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Reisinger provided an update on the high school 1:1 initiative and discussed future plans for a similar program at the middle schools.

Dr. Leichter reviewed the proposed school board meeting dates for the 2014-2015 school year. The board also discussed the need to move the location of the June 16, 2014 meeting due to construction. Approval for placement of this item on the May 5, 2014, board agenda was approved on a motion by Mrs. Friedman and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston reviewed the 2013-2014 budget results through the first six months of the fiscal year.

Mrs. Hallock and Dr. Shaffer reviewed the components of the state mandated Comprehensive Plan.

The Committee of the Whole adjourned at 8:35 p.m. on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
April 14, 2014

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 8:36 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 5, 2014, following the Committee of the Whole Meeting in the Board Room of Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Connie Jackson, Mr. Frank Hoke, Mr. Brian Wallace, Mrs. Elaine Jones, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary.

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

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the March 17, 2014 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He informed the board that high school student, Gabby Minnich, earned the Red Raven Art Gallery scholarship and will help paint a mural at PSBA.

Mr. Johnston provided the Treasurer's report for March 2014. He presented for payment the March 2014 bills. It was moved by Mr. Fullerton and seconded by Mr. Schlotzhauer to approve to authorize payment of bills:

General Fund	\$ 4,776,744.08
Cafeteria Fund	\$ 127,911.30
Capital Reserve Fund	\$ 60,836.89
2010 Construction Fund	\$ 92,509.93
2012 Construction Fund	\$ 751,713.51
Student Activity Fund	\$ 31,800.26

The following roll call vote was taken on this motion: Richard Frerichs, yes - abstained from check #20165; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes

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. The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2014-2015 school year as presented.
- B. Penn Manor Special Education Plan - Dr. Kreider

Explanation: The special education plan process mandated by the Pennsylvania Department of Education.

- C. Approval of Collective Bargaining agreement with PMEA

Explanation: The administration is recommending approval of a collective bargaining agreement with the Penn Manor Education Association (PMEA) for three years from July 1, 2014 through June 30, 2017

- D. Approval of Revised 2013-2014 Calendar

Explanation: Approval of the revised 2013-2014 school calendar related to the high number of weather-related cancellations during this winter.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM 2

A,B, D: It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM

2C: It was moved by Mr. Fullerton and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, abstain; David Paitsel, yes; Carlton Rintz, no; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

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

- A. Judicial Review Committee Action as cited (enclosure).
- B. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- C. Tax Exonerations (see page 6)
- D. PMEF Kids Only Auction - District Donation of \$3,600.00

Explanation: This donation represents the proceeds from the 2014 PMEF Kids Only Auction. This year the auction was at Manor MS on March 9, 2014 and was attended by

families from Letort, Eshleman, Hambright and Central Manor. These funds are to be divided equally between the library funds for these four schools.

E. New Story Tuition

Explanation: Two students with IEPs are receiving services at New Story, a private school for special education students @ \$160 per day for the remainder of the 2013-2014 school year.

F. Holiday Schedule for the 2014-2015 school year as listed (see pages 7-8)

G. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2014 through June 30, 2015.

Explanation: This is the fifth year we will participate as part of the IU 13 cost savings measure. The cost has not changed from last year.

H. PMHS Exterior Pressure Washing – as per proposal from Power Pros Pressure Washing, LLC to clean the exterior of the High School buildings as shown on the attachments for \$16,445. (see pages 9-11)

Explanation: The proposal includes washing the exterior surfaces to remove atmospheric dirt, algae growth and insect webbing. The service will include application of a specialty cleaning agent for the brick siding and for the Dryvit areas with a hot water 440 PSI 14 GPM rinse.

I. Plancon Part G – Hambright Elementary School New Construction Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon Part G (Project Accounting Based on Bids) from the Pennsylvania Department of Education for the Hambright Elementary School new construction project (project number 3677) as per the attached (see pages 12-20).

J. Plancon Part K – Project Refinancing of 2006 Bonds – The administrative staff is recommending approval and submission of Plancon Part K (Project Refinancing) to the Pennsylvania Department of Education for the refunding of the 2006 bonds as per the attached (see pages 21-23).

Explanation: Plancon Part K is necessary when a reimbursable bond issue is refunded

K. Hambright Elementary School Project Change Order as cited (see page 24).
Change order 12 – Add \$3,973.00 MCA

Explanation: General construction change orders occur as part of the Hambright construction process. The change listed will have a net addition of \$3,973.00 from the General Construction contract.

L. Electrical Engineering Services provided by Moore Engineering Company as cited (see pages 25-26)

Explanation – the agreement covers Electrical Contract Documents and bid coordination for security upgrades at Eshleman, Letort, Martic Elementary schools and Marticville Middle School.

- M. Appraisal Proposal from Golf Property Analysts as cited (see pages 27-28)

Explanation: Specialized appraisal services are required to contest an assessment appeal. The services are recommended by our solicitor.

- N. Approval to Advertise and Bid projects as listed:

Pequea Water Line
 High School Intercom Replacement
 High School Auditorium Wall Repairs
 High School Auditorium Interior Renovations
 Security System Upgrades (REBID)
 High School Paving Repairs
 High School Sidewalk Replacement
 Letort Roof Replacement
 Manor Middle Data Upgrades
 Manor Middle Parking Lot Paving
 Manor Middle Sidewalk Replacement
 Central Manor Sinkhole Remediation

Explanation: Approval is required to move forward with the advertising of bid requirements for the various projects. Final approval on the projects would be required when the bids are ready for approval.

- O. Sinkhole Consulting Services as cited: (see pages 29-32)

Explanation: The proposed scope of work for this project will include a review of existing project information, supervision and documentation of the proposed pressure grouting program and the preparation of a letter report summarizing the sinkhole remediation efforts.

- P. School District Affiliation Agreement - with Penn State University College of Agricultural Sciences (see pages 33-35)

- Q. Tuition Free Senior for the remainder of the 2013-2014 school year.
 Jordan Sangrey

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3 A-Q: It was moved by Mr. Fullerton and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes

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 2014- 2015 school year (see pages 36-37)
- B. Leaves to the individuals according to the terms listed:
- Professional Employees:
Employee C28 – Designated Family Medical - March 7, 2014 – March 23, 2014
- Classified Employees:
Employee C29 – Designated Family Medical –Feb. 18, 2014 – March 19, 2014
Employee C30 – Designated Family Medical – Feb. 18, 2014 – March 25, 2014
- C. Pennsylvania Constable to provide security for the school district during the 2013-2014 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
 Shawn Vinson
- D. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
 Sally Muenkel, secondary teacher, effective the start of the 2014-2015 school yr
 Deborah Holt, elementary principal, effective the end of the 2013-2014 school yr
 Louise Weidman, cafeteria worker, effective June 9, 2014
- E. Seasonal Weight Room to provide coverage for the weight room at the rates cited below beginning June 16, 2014.
 Steve O’Neill - weight room hours at \$23.20 per hour
- F. Head Coaches Recommended for Renewal for the Winter 2014-2015 Season:
 Boys’ Varsity Basketball - Larry Bellew
 Girls’ Varsity Basketball – Scott Long
 Wrestling – Mike Fowler
 Swimming – Cece O’Day
 Bowling – Chris Vital
- G. Resignation
 Lindsay Walters - AST teacher - effective August 17, 2014
- H. Uncompensated Leave Request -- As per the Penn Manor School District Uncompensated Leave Board Policy #339, the administrative staff is recommending that Cynthia M. Lonergan be granted an uncompensated leave from April 4, 2014 through January 15, 2015.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-H: It was moved by Mr. Fullerton and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

Item 5. **Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Approval of AP World History Textbook for the 2014-2015 school year.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A: It was moved by Ms. Wert and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:51 p.m. on a motion by Mr. Straub and second by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary