

**Minutes
Committee of the Whole
April 16, 2012**

The Penn Manor School Board met in a 2012-2013 Budget Workshop at 4:30 p.m.

The Penn Manor School Board met in an Executive Session at 5:30 p.m. for the discussion of legal, student and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:03 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Lechlitter. Also in attendance for the meeting: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mr. Denny Coleman, Mrs. Amy Wall, Barb Roda, students, Evan Bigler and Sarah Evarts, a Millersville University student, two Boy Scouts, one Boy Scout leader, Lancaster Newspaper reporter Elaine Jones, and Mrs. Cindy Rhoades as Substitute Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 7, 2012, at 7:00 p.m. in the Board Room of the Manor Middle School.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the April 2, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Evan Bigler and Sarah Evarts provided the student report highlighting upcoming high school events.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Mrs. Friedman reviewed upcoming Board development opportunities.

Dr. Frerichs commended Charlie Reisinger for his presentation at the IU dinner.

Mr. Schlotzhauer reported on the CTC Joint Operating Committee meeting. He also provided an update on the Military Child Education Coalition meeting.

Dr. Lechlitter presented the proposed 2012-2013 School Board meeting calendar. Approval for placement of the agreement on the May 7 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Long. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Coleman reviewed the current custodial configurations, staffing patterns and duties.

Mr. Reisinger reviewed the license agreement for the new web interface for the Edulog transportation software system. Approval for placement of the agreement on the board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter provided an update on the sale of the district's commercial triangle and recent actions by Millersville Borough and Lancaster Township in support of the development now referred to as Millersville Commons.

Mr. Johnston reported that there were no positive bids received for the modular classrooms. He is recommending that three modular classrooms be donated to the School District of Lancaster pending conditions that they pay all costs or damages associated with the removal and transportation of the classrooms. Approval for placement of the agreement on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Long. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; 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 8:15 p.m. on a motion by Mrs. Friedman, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Cindy Rhoades, Substitute Secretary

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
April 16, 2012

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, Dr. Richard Frerichs at 8:16 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, May 7, 2012, 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. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Ms. Ellen Pollock, Mr. Christopher Johnston, and Dr. Michael Leichliter. Also in attendance: Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Charlie Reisinger, Mrs. Amy Wall, Barb Roda, Lancaster Newspaper reporter Elaine Jones, and Mrs. Cindy Rhoades as Substitute Board Secretary.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the April 2, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report.

Mr. Johnston provided the Treasurer's report for March 2012. He presented for payment the March 2012 bills. It was moved by Mr. Schlotzhauer and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$ 3,926,903.58
Cafeteria Fund	\$ 217,856.61
Capital Reserve Fund	\$ 138,388.23
2010 Construction Fund	\$ 41,270.68
Student Activity Fund	\$ 19,960.78
Payroll 3/14/2012	\$ 827,335.63
Payroll 3/28/12	\$ 861,066.57

The following roll call vote was taken on this motion: Richard L. Frerichs yes, abstained from check #12234; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, absent, and Donna J. Wert, yes.

Item 1. The School Board Meeting Agenda was reviewed.

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

- A. Edulog Software Agreement (see enclosure).

Explanation: This is the license agreement for the new web interface for the Edulog transportation software system.

- B. Rejection of Bid for sale of modular classrooms.

Explanation: No positive bids were received from solicitation of bids. The only bid received was to charge the District for removal of the classrooms.

- C. Donation of Modular Classrooms to donate three used modular classrooms to the School District of Lancaster, in “as is” condition, conditioned on the School District of Lancaster agreeing to pay all costs or damages associated with the removal and transportation of the classrooms.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - C: It was moved by Mrs. Friedman and seconded by Mr. Long to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; 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 3. **Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

- A. Tax Exonerations as cited (see page 6).

- B. Tuition Agriculture Student for the 2012-2013 school year.
Matthew Bunteman, grade 9, from School District of Lancaster

- C. Holiday Schedule for the 2012-2013 school year as listed (see pages 7 – 8).

- D. Engineering Proposal for Honeysuckle Field Project as listed (see pages 9 – 11).

Explanation: to provide initial engineering work for the field renovation project at Comet Field.

- E. Special Education Contract with Intermediate Unit #13 to provide special education services, special education support services in 2012-2013 and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see pages 12 – 14).

- F. IU13 Job Training Services contract for Job Training services provided by IU 13 for the 2012-2013 school year (see pages 15 – 17).

Explanation: This contract is based upon preliminary unit costs of \$317.25 per day for 324 days in the 2012-2013 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- G. IU13 Occupational/Physical Therapy Services provided by IU 13 for the 2012-2013 school year (see pages 18 – 20).

Explanation: This contract is based upon preliminary unit costs of \$86.23 per hour for 400 hours in the 2012-2013 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- H. IU13 Speech/Language Services provided by IU 13 for the 2012-2013 school year (see pages 21 – 23).

Explanation: This contract is based upon preliminary unit costs of \$82.99 per hour for 600 hours in the 2012- 2013 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- I. Construction Bidding and Administration Services Proposal for Traffic Planning and Design, Inc. to produce construction bidding and contract documentation for the roadway improvement project at Comet Field as per the attached documents. (see pages 24 – 31).

- J. Gym Repairs proposal from C.M. Eichenlaub, Co. to repair the basketball backstops at Marticville Middle School and the controllers in the High School west gym at \$4,936 per the attached proposal (see page 32).

Explanation: To furnish and install parts to repair basketball backstop and batting cage controllers at Marticville Middle School and the west gym at the High School.

- K. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Martic Elementary and Marticville Middle School for \$22,250 as per the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$7,000 (see pages 33 – 44).

Explanation: This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School and Marticville Middle School. The repair option includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

- L. Manor Middle School Floor Replacement to provide architectural services required for the terrazzo floor replacement at Manor Middle School for \$6,250 based upon the attached proposal (see pages 45 – 46)

Explanation: To provide services related to the repair/replacement of the terrazzo floor at Manor Middle School as part of the Capital Projects Plan.

- M. Central Complex Restroom Renovation to provide architectural and engineering services required for the restroom renovations at Central Complex at the High School for \$6,500 based upon the attached proposal (see pages 47 – 48).

Explanation: To provide services related to the renovation of the restrooms at the High School Central Complex as part of the Capital Projects Plan.

- N. Hot Water Storage Tank Replacement Bid to accept bid from Commercial Mechanical Construction of \$33,530 as per the attached bid tabulation and to provide notice to proceed (see page 49).

Explanation: Bids and alternate bids were received from three contractors. Alternative bid was to provide a backup tank system. Given the cost differential, the administrative recommendation is to approve the base bid.

- O. Judicial Review Committee Actions as cited (see enclosure).

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

It was moved by Mr. Rintz and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; 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. Substitute Teacher 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:

Angela M. Miller

- B. Head Coaches for the 2012-2013 School Year.

Girls' Basketball – Scott Long

Swimming – Cece O'Day

Bowling – Chris Vital

Wrestling – Steve Hess

Explanation: Recommendations for head coaches based upon end-of-season review of programs.

- C. Technical Director for ETPM to appoint J Edward Weber as Technical Director for Entertainment PM for 2011-12 at the entry level rate of \$309.
- D. Transportation Coordinator to appoint Carolyn Finegan as transportation coordinator effective May 1, 2012 at an hourly rate of \$17.07 contingent upon receipt of clearances.

Explanation: Ms. Finegan will be training with the current coordinator until her retirement in late July. Working for the past two years for First Student, she has direct experience dealing with issues related to school district transportation.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A – D: It was moved by Ms. Wert and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; 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 8:30 p.m. on a motion by Mr. Long and seconded by Mrs. Friedman and a unanimous voice vote.

Dr. Richard Frerichs, President

Cindy Rhoades, Substitute Secretary

Paula E. Howard, Secretary