

**Minutes  
Committee of the Whole  
April 20, 2015**

The Penn Manor School Board met in an Executive Session at 5:45 p.m. for the discussion of superintendent evaluation, personnel and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board Vice President, Mr. Carlton Rintz. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. J. Kenneth Long was absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, Mrs. Vickie Hallock and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Melissa Mealy, Dr. Jason D'Amico, Mrs. Kim Marsh, Ms. Marjean Long, Mrs. Gail Ulmer, Mrs. Nichole Hinkle, Mr. Adam Brown, Ms. Kim Moore, Mrs. Melissa Ostrowski, Mrs. Sara Masten, Mr. Andrew Johnson, Ms. Jennifer Forney, Mr. Dell Jackson, Eric Shufflebottom, Mr. Brian Wallace, Mr. Scott Kreider, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Rintz announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 4, 2015, at 7:00 in the Board Room of the Manor Middle School.

Mr. Rintz asked the committee whether there were any additions or corrections to the Minutes of the April 7, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

Eric Shufflebottom provided the student report highlighting upcoming high school events.

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

The upcoming Board development opportunities were reviewed.

Dr. Shaffer introduced new high school health and physical education teacher, Ms. Jennifer Forney. Ms. Forney is a 2005 graduate of Penn Manor and also serves as the head girls' lacrosse coach.

Penn Manor High School juniors, Emily Thyrum and Caleb Breidenbaugh, were recognized for their outstanding achievement in musical performance. Both students were selected to perform in the 2015 PMEA All-State Wind Ensemble in Hershey. Mrs. Friedman read the board resolution and Mr. Paitsel presented the resolutions to Emily and Caleb.

Mrs. Ostrowski and members of the guidance staff provided an update on work completed this year by the counseling department at all levels on the goal of College and Career Readiness.

Mrs. Mealy gave an update on district curriculum planning as it relates to English/Language Arts.

Mr. Johnston reviewed the 2014-2015 budget results through the first nine months of the fiscal year.

Mrs. Hallock, Dr. Shaffer, Dr. Kreider, and Dr. Leichter provided an update on the status of the Pennsylvania School Performance Profile percentages as well as plans developed this year for school-level improvement.

The Committee of the Whole adjourned at 9:04 p.m. on a motion by Mr. Straub, a second by Mr. Fullerton, and a unanimous voice vote.

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Mr. Carlton L. Rintz, Vice President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**April 20, 2015**

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 Vice President Mr. Carlton Rintz at 9:04 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, May 4, 2015, following the Committee of the Whole Meeting at Manor Middle School.

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

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

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the April 7, 2015 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for March 2015. He presented for payment the March 2015 bills. It was moved by Mr. Schlotzhauer, and seconded by Ms. Friedman to approve to authorize payment of bills:

General Fund	\$ 5,495,451.42
Food Service Fund	\$ 143,249.41
Capital Reserve Fund	\$ 695.21
2012 Construction Fund	\$ 4,176.00
Student Activity Fund	\$ 16,150.30

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, absent; 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. Updated Board Policy: Second/Final Reading

B. Conestoga Renovation Options (see pages 4-7)

*Explanation: Three renovation options for Conestoga Elementary were presented to the board at the March 16<sup>th</sup> school board meeting. The board has chosen to move forward with the plans for Option 1 as presented which includes a revised administrative office and secure entrance, relocation of the kitchen, conversion of the gym to a multi-purpose room, small classroom additions, new media center and an academic commons area.*

C. Pequea Elementary School PlanCon F – Approval and submission of PlanCon Part F (Construction Documents) to the Pennsylvania Department of Education for the Pequea Elementary School new project (PDE Project Number P1516).

*Explanation: PlanCon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of PlanCon Part F authorizes a district to receive bids and enter into construction contracts (see enclosure).*

D. PSBA Resolutions for Legislators

**MOTION ON COMMITTEE OF WHOLE ACTION CONSENT AGENDA ITEM 2A-D:**

It was moved by Dr. Frerichs 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, absent; David Paitsel, yes; Carlton Rintz, yes; 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. Disposal of Assets of the technology equipment listed (see page 8)

*Explanation: The Information Technology Department is recommending disposal of the nonfunctioning and obsolete technology items on the attached list. Sycamore International will remove and recycle technology items at no charge to the district.*

B. Substitute Teaching Services approval of the agreement with Substitute Teacher Service (STS) to provide the District with substitute teachers from July 1, 2015 through June 30, 2017 per the attached agreement. (pages 9-14)

*Explanation: Beginning with the 2015-16 school year, contracted substitute teachers pay will increase to \$110 per day. The agreement calls for a surcharge of 33%.*

C. Special Education Para-Professional Services approval of the agreement with Substitute Teacher Service (STS) to provide the District with special education para-professionals from July 1, 2015 through June 30, 2017 per the attached agreement. (pages 15-20)

*Explanation: Beginning with the 2015-16 school year, the contracted special education para-professional surcharge will increase to 30%.*

- D. Sale and Disposal of Kitchen Equipment from Temple Avenue property to Alberto Flores.

*Explanation: Removal of old kitchen equipment and fixtures for \$1,500. Mr. Flores will cover the cost of electrical and plumbing contractors associated with the disposal of the equipment.*

- E. Job Description – Tax Coordinator/Bookkeeper (see pages 21-22)

*Explanation: Job description needed for revised business office staff position created as a result of the PSBA job study.*

- F. High School Lighting Replacement Proposal from Trane for \$148,760.00 (see page 23)

*Explanation: For the replacement of areas of existing lighting in the High School based on the site survey performed on February 3, 2015. The survey scope at Penn Manor High School was limited to the main, auxiliary and wrestling gyms as well as the cafeteria.*

- G. Annual Measurement and Verification Performance Agreement for Manor Middle School with Trane at \$12,500.00

*Explanation: To provide annual verification for the Manor Middle School Guaranteed Energy Savings Project.*

**MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-G:** It was moved by Mrs. Friedman and seconded by Mr. Fullerton 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, absent; 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 individual listed per the effective date for the 2015 - 2016 school year (see page 24)
- B. Leaves to the individuals according to the terms listed:

Professional Employees:

*Employee D41- Family Medical - April 6, 2015 – end of 2014-2015 school year*  
*Employee D42- Designated Family Medical - February 26, 2015 – April 19, 2015*

Classified Employees:

*Employee D43- Designated Family Medical - February 27, 2015 – April 12, 2015*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-B:** It was moved by Mr. Paitsel and seconded by Mr. Straub 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, absent; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 9:15 p.m. on a motion by Mr. Schlotzhauer and second by Mrs. Friedman and a unanimous voice vote.

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Mr. Carlton L. Rintz, Vice President

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Cindy Rhoades, Board Secretary