

**Minutes
Committee of the Whole
April 22, 2013**

The Penn Manor School Board met in a Hambright construction and capital maintenance workshop beginning at 5:00.

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

The Penn Manor School Board met as a Committee of the Whole at 7:32 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, Mrs. Amber Green, Mr. Frank Hoke, 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 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: Sara Ricciardi, students Lily Wushanley and Sarah Evarts, community members, Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, 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 6, 2013, 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 1, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Rintz reviewed the upcoming Board development opportunities.

Mrs. Green commended Dr. Leichliter and the Superintendents from Hempfield and Manheim Township School Districts for their presentation on Open Campus to the National School boards Association.

Mr. Straub updated the board on a recent CTC meeting.

Lily Wushanley was recognized for her outstanding achievement in the Hershey Symphony's Young Artist Concerto competition. Mrs. Friedman read the board resolution and Mr. Hoke presented it to Lily.

Mrs. Hallock updated the board on preliminary plans for elementary professional staffing for the 2013-2014 school year. Dr. Shaffer updated the board on the secondary staffing for 2013-2014.

Mr. Johnston provided information for the administrative recommendation to contract for professional staff substitute services and special education paraprofessional services beginning with the 2013-2014 school year. Approval for placement of the recommendation on the April 22 board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, absent; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed expenditures and revenues through the first nine months of the current budget year in comparison with the previous budget year.

Dr. Leichliter and Mr. Johnston reviewed details regarding the awarding of contracts for the new Hambright Elementary School. Approval for placement of the recommendation on the April 22 board agenda was approved on a motion by Mr. Straub and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, absent; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:27 p.m. on a motion by Mr. Straub, a second by Mrs. Green, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Board Secretary

MINUTES
Penn Manor Board of School Directors
April 22, 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 Vice-President, Mr. Carlton Rintz at 8:29 p.m.

Mr. Rintz announced that the next scheduled meeting will be held on Monday, May 6, 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. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, 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 Leichliter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: community members, Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

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

Mr. Rintz asked the board whether there were any additions or corrections to the Minutes of the April 1, 2013. Hearing none, on a motion by Mr. Straub, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for March 2013. He presented for payment the March 2013 bills. It was moved by Mr. Hoke and seconded by Mr. Schlotzhauer to approve to authorize payment of bills:

General Fund	\$	3,235,354.49
Cafeteria Fund	\$	177,319.48
Capital Reserve Fund	\$	3,087.07
2010 Construction Fund	\$	120,855.54
Student Activity Fund	\$	19,257.69
Payroll 3/13/2013	\$	808,732.51
Payroll 2/27/2013	\$	850,458.49

The following roll call vote was taken on this motion: Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. 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. German Textbook Purchase (Levels I, II, and III), 150 textbooks and related resources at the approximate cost of \$7,588.26.

Explanation: The administration requests approval for German course textbooks (Levels I, II, and III) to replace outdated materials purchased in 2000.

- B. Elimination of Special Education Para-Professional Positions for reasons of economy effective the end of the 2012-2013 school year. The special education para-professionals whose positions are being eliminated for reasons of economy are shown on the enclosure.

Explanation: The administration is recommending a contract with Substitute Teacher Service, Inc.

- C. Substitute Teaching Services approval of the Agreement with Substitute Teacher Service (STS) to provide the District with substitute teachers beginning with the 2013-14 school year. (see pages 7-11)

Explanation: Utilizing Substitute Teacher Service, Inc., the district will contract for all substitute teaching services for the 2013-14 and 2014-15 school years.

- D. Special Education Para-Professional Services approval of the Agreement with Substitute Teacher Service (STS) to provide the District with special education para-professionals beginning with the 2013-14 school year. (see pages 12-18)

Explanation: Utilizing Substitute Teacher Service, Inc., the district will contract for all special education para-professional services for the 2013-14 and 2014-15 school years.

- E. Bid Award for the Hambright Elementary School Project – The administrative staff is recommending awarding the Hambright Elementary School new construction project (PDE project number 3677) bids to the contractors listed below for the amounts stated. Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued). (see pages 19-23)

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

- F. Approval of Contracts and Notice to Proceed for the Hambright Elementary School Project – The administrative staff is recommending approval and execution of contract agreements, pending final solicitor review and approval, and issuance of a notice to proceed 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). (see pages 19-23)

General Construction

MCA Construction
\$11,373,000.00 base bid

HVAC

Frey Lutz
\$2,765,000.00 base bid

Electrical

Hirneisen Electric Inc.
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Vision Mechanical Inc.
\$796,000.00 base bid

Fire Protection

S. A. Comunale Inc.
\$508,000.00 base bid

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A, C, D, E, F: It was moved by Mrs. Green 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, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEMS

2 B and D: It was moved by Mrs. Friedman and seconded by Ms. Wert 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, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, abstained; and Donna J. Wert, yes.

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

- A. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Second Reading of Policies:
610 – Purchases Subject to Bid/Quotation
611 – Purchases Budgeted
822 – Automated External Defibrillator (AED/Cardiopulmonary Resuscitation (CPR))

- C. Calendar Production Contract with Gannett Co., Inc. d/b/a Clipper Magazine for the 2013-2014 school year as per the terms cited in the attached agreement (see pages 24-25)

Explanation: Through our relationship with Clipper, the district has been able to produce and distribute professional quality calendars to all district households for an average cost of \$0.33 per calendar.

- D. CCTV Security Upgrades Engineering Services with Moore Engineering Company at the cost of \$21,000 as per the terms cited in the attached proposal (see pages 26-27)

Explanation: Engineering work needed to upgrade the Closed Circuit security systems at Eshleman Elementary, Letort Elementary, Martic Elementary and Marticville Middle School as part of the Capital Projects plan. Payment will be made from the Capital Reserve Fund.

- E. Conestoga Fire Alarm System Engineering Services with Moore Engineering Company at the cost of \$7,800 as per the terms cited in the attached proposal (see pages 28-29)

Explanation: Engineering work needed to replace the fire alarm system at Conestoga Elementary School as part of the Capital Projects plan. Payment will be made from the Capital Reserve Fund.

- F. PMEF Kids Only Auction district donation of \$3,548.25.

Explanation: This donation represents the proceeds from the 2013 Kids Only Auction. This year the auction was at Marticville MS on March 17, 2013 and was attended by families from Martic, Pequea and Conestoga. These funds are to be divided equally between the library funds for these three schools.

- G. PMEF Shootout for Education district donation of \$5,000.00.

Explanation: This donation represents the proceeds from the 2013 Shoot for Education foul shooting contest held on March 9, 2013. These funds are to be divided equally between the Physical Education programs at all ten schools and used to fund a wellness/fitness initiative in each school.

- H. Etching Press donation valued at \$1,000.00 from Theresa Kehrler.

Explanation: Ms. Kehrler of Turning Leaves Studio is donating an Etching Press, stand and press blankets to the High School Art Department.

- I. High School Library Carpeting Proposal with Spectra Contract Flooring at the cost of \$36,759 as per the terms cited in the attached proposal (see pages 30-31)

Explanation: To furnish and install carpet tile for the High School Library as per the Capital Projects Plan. Payment will be made from the Capital Reserve Fund.

- J. Pequea Water Service Design Engineering and Bidding Proposal with Derck & Edson at the cost of \$12,450 as per the terms cited in the attached proposal (see pages 32-34)

Explanation: To provide design, engineering and bidding services for the Pequea Water System connection project as per the Capital Projects Plan. Payment will be made from the Capital Reserve Fund.

- K. 2013-2014 School Board Calendar (see page 35)

- L. Hambright Elementary School Project – Plancon Part F, Construction Documents, for the Hambright Elementary School new construction project (PDE project number 3677) as approved by the Pennsylvania Department of Education. (see pages 36-45)

Explanation: The submitted materials have been reviewed and approved as meeting the requirements of the State Board of education. This approval authorizes the proper bidding of the project and constitutes approval for entering into contracts.

- M. Tuition Free Senior:
Collin Koser

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

It was moved by Dr. Frerichs and seconded by Ms. Wert 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, absent; 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 2013- 2014 school year (see page 46)
- B. Leaves to the individuals according to the terms listed:

Professional Employees:

Employee B51, Family Medical, May 21, 2013 – end of the 2012-2013 school year

Employee B52, Designated Family Medical, January 29, 2013 – April 1, 2013

Employee B53, Intermittent Family Medical, April 2, 2013 – April 1, 2014

Employee B54, Designated Family Medical, January 22, 2013 – April 15, 2013

Classified Employees:

Employee B55, Intermittent Family Medical, April 3, 2013 – April 2, 2014

Employee B56, Designated Family Medical, January 29, 2013 – March 14, 2013

Employee B57, Designated Family Medical, January 29, 2013 – March 31, 2013 (full-days) / April 1, 2013 – April 12, 2013 (half-days)

Employee B58, Intermittent Family Medical, March 26, 2013 – March 25, 2014

Employee B59, Designated Family Medical, March 7, 2013 – March 24, 2013

Employee B60, Designated Family Medical, February 20, 2013 – April 7, 2013

Employee B61, Designated Family Medical, February 22, 2013 – April 1, 2013
 Employee B62, Designated Family Medical, March 11, 2013 – April 7, 2013

- C. 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.

Debra S. Beighley
 Alex P. Perez

- D. Revised Winter Coaches

James Cowen	Varsity Assistant	\$3,836
Liz Kelly	Assistant	\$3,515
Jaime Gehres	Head Jr. High Coach	\$3,500
Heidi Brandt	8th Grade Coach	\$2,300
Erika Martin	7th Grade Coach	\$2,100

Explanation: Revised stipends for Girls Basketball were not included on initial agenda item from November 5, 2012. The total amount for Girls Basketball is identical to the previous agenda item. Changes were in individual breakdowns.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - D: It was moved by Mrs. Green 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, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

Item 5. 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 2012-13 and 2013-2014 school years (see attached).

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A: It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. 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, absent; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:41 p.m. on a motion by Mrs. Green and seconded by Mrs. Friedman and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Board Secretary