

**Minutes
Committee of the Whole
April 7, 2015**

The Penn Manor School Board met in a public workshop, High School Student Programming, beginning at 5:00 p.m.

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

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 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 Lechlitter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Dr. Jerry Egan, Ms. Tamara Baker, Mr. Larry Levato, Mr. Jeff Lyon, Mr. Matt Rayha, Mr. Jared Shearer, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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, April 20, 2015, at 7:00 in the Board Room of the Manor Middle School.

Conestoga Elementary School fifth grade students, Kristopher Lueke and Jaden Gomez, led the flag salute. Allie Groff read her short story that was honored by the Lancaster Newspaper In Education contest.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the March 16, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Paitsel, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

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

The upcoming Board development opportunities were reviewed. Mr. Straub gave an update on the CTC meeting he attended.

Dr. Shaffer introduced Mr. Matt Rayha and Mr. Jared Shearer to the board. Mr. Rayha is a new Social Studies teacher at the high school. Mr. Shearer is a new Social Studies teacher at Manor Middle School.

The district English/Language Arts Update was postponed until the April 20, 2015 meeting due to illness.

Dr. Lechlitter and Mr. Reisinger reviewed the board policies to be updated. Approval for placement of this item on the April 7, 2015 board agenda was approved on a motion by Mr.

Fullerton and seconded by Mrs. Friedman. 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.

The early dismissal scheduled for May 20, 2016 will be moved to May 13, 2016 to coincide with the date of the Prom which was recently scheduled. The 2015-2016 Calendar will need to be revised. Approval for placement of this item on the April 7, 2015 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. Straub. 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. Larry Levato from Crabtree Rohrbaugh Associates discussed the process and timing for the renovation planning proposed for Conestoga Elementary School.

Mr. Johnston and Mr. Larry Levato from Crabtree Rohrbaugh Associates provided an update on required document Plancon D for the Pequea Elementary renovation project. Approval for placement of this item on the April 7, 2015 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. 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 and Mr. Larry Levato from Crabtree Rohrbaugh Associates provided an update on required document Plancon E for the Pequea Elementary renovation project. Approval for placement of this item on the April 7, 2015 board agenda was approved on a motion by Mr. Fullerton and seconded by Ms. Wert. 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. Shaffer and Mrs. Hallock updated the board on the implementation of Educator Effectiveness as it relates to teacher evaluation percentages.

The Committee of the Whole adjourned at 8:00 p.m. on a motion by Mr. Schlotzhauer, a second by Mr. Straub, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
April 7, 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 President Mr. J. Kenneth Long at 8:00 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, April 20, 2015, following the Committee of the Whole Meeting 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 Lechlitter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Dr. Jerry Egan, Mr. Jeff Lyon, Ms. Colleen Dorsey, 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 16, 2015 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter 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. The Intermediate Unit 13 Core Program of Services and Instructional Media Services Budgets for the 2015-2016 school year as presented.
- B. Conestoga Elementary Feasibility Study – as presented (see enclosure)

Explanation: The administrative team has been working with Crabtree Rohrbaugh & Associates Architects on plans for the renovation of Conestoga Elementary School. The feasibility study was presented outlining possible options for a renovation to begin no earlier than the 2016-2017 school year.

- C. Approval of Revised 2015-2016 Calendar (see page 5)

Explanation: The early dismissal scheduled for May 20, 2016 will be moved to May 13, 2016 to coincide with the date of the Prom which was recently scheduled.

- D. First Reading of updated School Board Policies: 307, 815.2 with 4 attachments.

Explanation: Updated policies will be reviewed for a first reading.

- E. Pequea Elementary Renovation Project PlanCon D as presented.

- F. Pequea Elementary Renovation Project PlanCon E as presented.

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

It was moved by Dr. Frerichs 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 Paitzel, 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. SchoolMessenger Annual Maintenance Contract (see page 6)

Explanation: Annual maintenance for SchoolMessenger call notification system and district mobile app.

- B. Holiday Schedules for the 2015-2016 school year as listed (see pages 7-8)

- C. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2015 through June 30, 2016.

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

- D. Judicial Review Committee Action as cited (enclosure).

- E. Independent Evaluation to be conducted by Dr. Kara Schmidt at a price not to exceed \$4,600.00

Explanation: Evaluation services are needed for a student with an IEP

- F. Consulting Services for Asbestos Abatement at Pequea Elementary School – Services to be provided by EHC Associates, Inc. per the attached proposal at a not to exceed price of \$6,800.00 (see pages 9-16).

Explanation: As part of the renovation project, asbestos-containing flooring materials will need to be removed.

- G. Penn Manor High School Power 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 \$15,530. (see page 17)

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 4400PSI 14 GPM rinse.

- H. Motorized Shades for Penn Manor High School Cafeteria – Furnished and installed by Jackson’s Window Shoppe, Inc. per the attached proposal at a price of \$19,800.00 (see page 18).

Explanation: As part of the capital projects plan, motorized shades would be installed.

- I. Approval to Advertise and Bid for Capital Improvements

- High School Caulking Replacement
- Infrared Roofing Analysis
- Manor Middle School Paving and Sidewalk Replacement
- Manor Middle School Site Signage
- High School Lighting Replacement – East Gym, Auxiliary Gym, Wrestling Gym, Cafeteria

Explanation: As per the Capital Improvement Plan, board approval is needed to move forward with the listed projects.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-I: It was moved by Ms. Wert 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, 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 page 19)
- B. Employment and Change in Status of the individual listed per the effective date for the 2015 - 2016 school year (see page 20)
- C. Leaves to the individuals according to the terms listed:

Professional Employees:

Employee D39 - Designated Family Medical - January 22, 2015 – March 8, 2015

Classified Employees:

Employee D40 - Designated Family Medical - February 4, 2015 – March 22, 2015

- D. Head Coaches Recommended for Renewal for the Winter 2015-2016 Season:
 Boys' Varsity Basketball - Larry Bellew
 Girls' Varsity Basketball – Scott Long
 Wrestling – Mike Fowler
 Swimming – Cece O'Day
 Bowling – Chris Vital
- E. Retirement of the individuals listed per the effective date:
 Dianne Smith, Secretary, Central Manor, effective 6/19/15
 Maria Ross, Secretary, Business Office, effective 7/6/15
 Vickie Knight, Building Aide, Central Manor, effective 6/5/15
 Rebecca Rineer, Cafeteria Manager, Martic, effective 6/5/15
- F. Resignations of the individuals listed per the effective date:
 Barb St. John, Teacher, Eshleman, 8/23/15
 Angela Eshleman, Ready to Learn Aide, Hambright, effective 3/27/15
 Pam Egan, Teacher, Letort, effective 6/5/15
- G. Approval of John Brubaker as Head Varsity Football Coach for the 2015-2016 school year

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mr. Straub 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.

The meeting adjourned at 8:09 p.m. on a motion by Mr. Straub and second by Mr. Paitsel and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary