

MINUTES
Committee of the Whole
August 18, 2014

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for a student matter and a personnel 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, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Lechliter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Dr. Theresa Kreider, Mrs. Vickie Hallock, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Randy Wolfgang, 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 Tuesday, September 2, 2014, at 7:00 PM in the Board Room at Manor Middle School.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the August 4, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Paitsel, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Long reviewed the upcoming Board Opportunities.

Mr. Wolfgang updated the board on the new federal regulations that will impact Penn Manor's breakfast and lunch programs for the 2014-2015 school year. He reported that this school year the district will be required to implement "smart" snacks. Mr. Wolfgang also shared that the district's food service department is due to be audited this year.

Mr. Johnston updated the board on the various construction and capital renovation projects including Hambright Elementary, Letort Elementary, Manor Middle and Penn Manor High School.

Dr. Frerichs explained that the slate of candidates for 2015 PSBA officers and at-large representatives is available online. Photos, bios and videos have been posted for each candidate. Each school entity casts one vote per office. Final board discussion will occur on September 2 for placement on the September 15th voting agenda.

Mrs. Hallock and Dr. Shaffer gave a summary of the new teachers for the 2014-2015 school year.

Mr. Reisinger announced that the Penn Manor APP for Android users is now available. The APP for Apple users will be available in a few days. He is hoping for a "soft launch" to detect

any problems before making a public announcement. The APP will allow Smartphone users to access district information, calendars, Sapphire, etc.

The Committee of the Whole adjourned at 8:29 p.m. on a motion by Mr. Schlotzhauer, a second by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
August 18, 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 8:30 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 2, 2014, 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. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Dr. Theresa Kreider, Mrs. Vickie Hallock, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Elaine Jones, Lancaster Newspaper reporter, Mr. Brian Wallace, 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 August 4, 2014 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.

Mr. Johnston provided the Treasurer's report for July 2014. He presented for payment the July 2014 bills. It was moved by Mr. Straub and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$ 3,218,179.51
Capital Reserve Fund	\$ 233,226.06
2012 Construction Fund	\$ 1,714,095.61
Student Activity Fund	\$ 3,180.85

The following roll 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, absent.

Dr. Leichliter provided the Superintendent's report. He reported that Penn Manor's football game in Ireland will be broadcast live on Friday, August 29. Opening day went well and once again included a wellness fair. School opens for students on Monday, August 25.

Item 1. **The School Board Meeting Agenda was reviewed.**

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

- A. PSBA 2014 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2014 Delegate Assembly
1. Johnna Friedman
 2. Herk Rintz
 3. Chris Straub

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM

2A: 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, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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 5).
- B. Approval and Advertising of the Bus Routes for the 2014-2015 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- C. Acceptance of Bus Drivers for the 2014-2015 school term as cited. (see pages 6-9)

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board's consideration and acceptance

- D. 2014-2015 School Term Field Trip Rates as cited. (see page 10)

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

- E. Middle School and High School Code of Student Conduct for 2014-2015 (see enclosures)

- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2014-2015 school term as cited. (see page 11)

Explanation: While the aides are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.

- G. Acceptance of STS Substitute Teachers for the 2014-2015 school term as cited. (see pages 12-13)

Explanation: While the substitute teachers are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.

- H. Acceptance of Gift from The Ressler Mill Foundation for 425 copies of dictionaries to be used for 3rd grade classrooms.
 - I. NRG Service Contract – Central Manor - Service agreement with NRG for the building automation services, automatic temperature controls and access control/security at Central Manor Elementary School effective July 1, 2014 through June 30, 2015, including the Repair, Labor and Materials option as cited. (see page 14-25)
 - J. Revised school calendar for 2014-2015 (see page 26)
- Explanation: Post-Prom was moved to an outside location for 2014 therefore the original May in-service was scheduled to coincide with Memorial Day. The Class of 2015 Post-Prom Committee has elected to move the event back to Penn Manor High School necessitating a switch in the May in-service early dismissal to May 15, 2015.*
- K. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2014-2015 school year (see enclosure).
 - L. Contract at Winner's Circle Center for up to 3 special education students to receive services at a rate of \$125 per day per student (see enclosure).

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E, H-L: It was moved by Mrs. Friedman 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, absent.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3F: 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, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, abstained; and Donna Wert, absent.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3G: 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, abstained; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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 27-28).

- B. Resignation of the individual listed per the effective date:
Lindsey Clark – High School Science – effective August 7, 2014
- C. Substitute Nurses 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 nurses list.
- D. 2014-2015 Fall Coaching Positions as listed
Cody Booth – Volunteer Football Coach
Kara Sangrey – Volunteer Cheerleading Coach
Ron Baker – Volunteer Girls Tennis Coach
Jackie Miller - Volunteer Golf Coach
Laiklynne Kammerer – Volunteer Girls Volleyball Coach
- E. Dental Hygiene Services provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2014-2015 school year.

Explanation: Mrs. Hoefel will provide dental instruction and services to district students, and coordinates free dental services.

- F. 2014-2015 Middle School Team Leaders as listed (see page 29).

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

- G. Mentors for the 2014-2015 school year as listed (see page 30).

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

- H. 2014-2015 Co-curricular Positions as listed (see page 31-33).

Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H: It was moved by Mr. Schlotzhauer 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, absent.

Item 5. Consent Agenda for Personnel Addendum – 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 of the 2014-2015 school year (see page 2)
- B. Mentors for the 2014-2015 school year as listed (see page 3)

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A-B: It was moved by Dr. Freichs 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, absent.

The meeting adjourned at 8:38 p.m. on a motion by Mr. Fullerton and second by Mr. Straub and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary