

MINUTES
Committee of the Whole
August 19, 2013

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of teacher negotiations and 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, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. David Paitsel, Mr. Ken Phillips and Ms. Lauren Eby from RBC Capital Markets, Mr. Dennis Coleman, Mr. Jeff Roth, Mr. Steven Hanna, a Millersville University student, Mr. Joe Fullerton, a community member, Lancaster Newspaper reporter, Mrs. Elaine Jones, 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 3, 2013, at 7:00 in the Board Room of the Manor Middle School.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the August 7, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mrs. Green, 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. Rintz reviewed the upcoming Board development opportunities.

Mr. Johnston presented preliminary information on additional debt required to complete the Hambright construction project and for the Guaranteed Energy Savings Project at Manor Middle School. As discussed at previous meetings, an additional bond issue would be required to cover the cost of energy related upgrades and facility enhancements at Manor Middle School. Possible debt structuring to cover both situations was discussed by Mr. Phillips and Ms. Eby from RBC Capital Markets.

Mr. Johnston and Mr. Coleman gave a brief update on the progress of the Hambright Elementary School construction project. The school is scheduled for completion in August, 2014.

Mr. Johnston and Mr. Roth reviewed the required disclosure of interscholastic athletic opportunities spreadsheet with the board. Per Act 82, school districts are required to annually submit information to PDE by October 15th of each year regarding Interscholastic Athletic

Opportunities and treatment for male and female secondary school students. In addition, this information must be posted on the district's publicly accessible website.

Dr. Shaffer and Mrs. Hallock gave a summary of the new teachers hired for the 2013-2014 school year.

Mr. Long presented the board with the biographical information for the slate of candidates for the PSBA officer elections. The board will vote at the September 3, 2013 meeting.

The Committee of the Whole adjourned at 8:14 p.m. on a motion by Mrs. Green, a second by Mr. Hoke, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
August 19, 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 President, Mr. J. Kenneth Long at 8:14 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 3, 2013, following the Committee of the Whole Meeting in the Board Room of 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, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. David Paitsel, Mr. Steven Hanna, a Millersville University student, Mr. Joe Fullerton, a community member, Lancaster Newspaper reporter, Mrs. Elaine Jones, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. Mr. Steven Hanna was attending the meeting to fulfill a requirement for a class at Millersville University.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the July 15, 2013 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He gave an overview of the opening day activities.

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

General Fund	\$ 2,833,157.20
Cafeteria Fund	\$ 18,880.75
Capital Reserve Fund	\$ 3,605,648.08
Technology Capital Reserve	\$ 14,762.93
2012 Construction Fund	\$ 376,971.08
Student Activity Fund	\$ 5,342.33

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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, absent.

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. Final Reading - 1:1 Laptop Policy #815.2

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2A: It was moved by Dr. Frerichs and seconded by Mrs. Green 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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. 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 2013-2014 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 2013-2014 school term as cited (see pages 6-8).

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

- D. 2013-2014 School Term Field Trip Rates as cited (see page 9).

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 listed in the 2013-2014 student handbooks (see enclosures)

- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2013-14 school term as cited. (see pages 10-14)

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 2013-14 school term as cited. (see page 15)

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

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3A – E,G:

It was moved by Mr. Straub and seconded by Mr. Schlotzhauer 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, absent.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3F: It was

moved by Mrs. Green and seconded by Mr. Schlotzhauer 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, abstained; and Donna J. Wert, absent.

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 pages 16-18).
- B. Resignation of the individuals listed per the effective date:
 - Matthew S. Soto – high school teacher – effective August 18, 2013
 - Lauren A. Haley – speech therapist – effective August 18, 2013
 - Katelin Miller – building aide – effective June 21, 2013
- C. Leaves to the individuals according to the terms listed:
 - Professional Employee:
 - Employee B84* - Family Medical - November 25, 2013 – February 16, 2014
- D. 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. (see page 19)
- E. 2013-2014 Fall Coaching Positions as listed
 - Jon Boxleitner - Middle School Asst. Football Coach - \$2,566
 - Trevor Pope - Golf Coach (replacing Matt Kostiuk) – \$4,236
 - Lindsay Gerner – Assistant Field Hockey Coach - \$2,863
 - TJ DeMatteis - Volunteer Boys Soccer Coach (pending clearances)
- F. Dental Hygiene Services provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2013-2014 school year.

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

- G. 2013-2014 Middle School Team Leaders as listed (see page 20).

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

- H. Mentors for the 2013-2014 school year as listed (see page 21).

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.

- I. 2013-2014 Co-curricular Positions as listed (see page 22).

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

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

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 I: It was moved by Mrs. Green and seconded by Dr. Frerichs 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, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

Item 5. **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 2013-2014 school years (see attached).
- B. 2013-2014 Fall Coaching Positions as listed
 John Emsweiler (volunteer football equipment manager) – clearances pending
 Jordan Byrnes (JH JV girls soccer coach) – clearances pending - \$2,000
 Jenny Dellinger (Volunteer girls soccer coach) – clearances pending
 Bill Zapata (JH JV girls soccer coach) – 1 week - \$230

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A-B: It was moved by Mrs. Green and seconded by Mrs. Friedman 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, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

The meeting adjourned at 8:34 p.m. on a motion by Mrs. Green and seconded by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary