

**MINUTES**  
**Committee of the Whole**  
**August 5, 2013**

The Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of negotiations, student matter, legal matter, 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, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. David Paitsel, Mrs. Amy Wall, Dr. Philip Gale, Mr. Eric Polaski, Mrs. Elaine Jones, 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, August 19, 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 July 15, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, 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. Rintz reviewed the upcoming Board development opportunities.

Dr. Gale updated the board on the Keystone Exams and the School Improvement Plan for Penn Manor High School. The Department of Education requires all schools with a status of Making Progress to update and submit School Improvement Plans for a two year period to indicate consistent growth. Penn Manor High is in the second year of the probationary period as growth has occurred during these years. Approval for placement of this item on the board agenda was approved on a motion by Mr. Hoke and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Reisinger reviewed the first reading of the policy in support of the 2013-2014 High School One to One Laptop initiative. The program will begin in the fall with a pilot for students enrolled in Open Campus courses. All students will receive a district-issued laptop in January 2014. Approval for placement of this item on the board agenda was approved on a motion by Ms. Wert and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Long asked for interested board members to serve as delegates for the upcoming October PSBA meeting. Ms. Wert, Mr. Hoke and Mr. Long expressed a willingness to serve in this capacity. Approval for placement of this item on the 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. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Shaffer and Mrs. Hallock reviewed for the board the summer inservice program.

The Committee of the Whole adjourned at 8:44 p.m. on a motion by Mrs. Green, a second by Mr. Hoke, and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**August 5, 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 8:45 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 19, 2013, following the Committee of the Whole Meeting in the Board Room of Manor Middle School.

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, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Amy Wall, Mr. David Paitsel, Mrs. Elaine Jones, Mr. Eric Polaski, 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 July 15, 2013 meeting. Dr. Frerichs requested that a change be made to his vote on Item 4D. Dr. Frerichs will now abstain from this item. On a motion by Mrs. Green, a second by Mr. Hoke and a unanimous voice vote, the Minutes, as amended, were approved.

Dr. Leichliter 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.    1st Reading - 1:1 Laptop Policy
- B.    Keystone & School Improvement Plan
- C.    PSBA 2013 Legislative Policy Council – The committee is recommending the following as voting delegates for the PSBA 2013 School Legislative Policy Council.
  - 1. J. Kenneth Long
  - 2. Franklin Hoke
  - 3. Donna Wert

**MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM**

**2 A-C:** It was moved by Mrs. Green and seconded by Ms. Wert 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, yes.

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

- A.    Administrative Services Agreement with Coventry Healthcare Management Corporation, d.b.a. HealthAmerica, for the period of 7/1/2013 to 6/30/2018 for a fee of \$25.80 per employee per month.

*Explanation: HealthAmerica has been the third party administrator for Penn Manor since 7/1/2005. HealthAmerica pays medical, mental health and prescription claims on behalf of the district. The rate above was negotiated by the health care consortium leadership team and the agreement has been reviewed by the consortium solicitor.*

- B.    Educational Agreement with a special education student and authorization for the Superintendent of Schools to sign the agreement.

- C.    Awarding of Bids for milk, yogurt, fruit drinks and iced tea to Turkey Hill Dairy and the bid for ice cream to Turkey Hill Dairy as per the attached bid tabulation.

*Explanation: Approval of annual bid for items used by the food service operations. The bid was tabulated by the Food Service Director and is presented to the board with his recommendation.*

- D.    CAFCO Bids Vendors for 2013 - 2014

Feeser's	\$366,399.60
Sysco	\$259,448.90

*Explanation: CAFCO is the annual IU13 food services bid.*

- E.    School District Physician – Timothy Weaver, M.D. of Manor Family Health as the School District's Physician for the 2013-2014 school year at the rate of \$4,000.

*Explanation: Dr. Weaver is recommended to be Penn Manor School District's physician taking over for Dr. Ichter.*

- F.    Acceptance of Gift from The Ressler Mill Foundation for 370 copies of dictionaries to be used for 3<sup>rd</sup> grade classrooms

- G.    Judicial Review Committee Actions as cited

- H.    Lancaster General Hospital Drug Screening Contract for the 2013-2014 school year

*Explanation: The fees have remained the same since the 2009-2010 school year.*

I. Approval to Advertise for Bid for High School Bathroom Renovation Project

*Explanation: For the renovation of the bathrooms located at the “Hollywood & Vine” intersection at the high school. Renovations will be similar to the project by the library and the main gymnasium in the Central Complex.*

J. Approval to Advertise for Bid for Pequea Water Line Connection Project

*Explanation: Item was previously approved by the Board as part of the Capital Improvement Plan.*

K. Change Order for the Manor Middle School Flooring Project for \$5,275 for MCA Construction

*Explanation: Additional costs needed for leveling surface and prepping with anti-fracture membrane.*

L. Disposal of Surplus Maintenance Department Equipment

I.H. FARMALL CUB- SERIAL NUMBER 217440J  
 I.H. FARMALL CUB-SERIAL NUMBER 210132J  
 I.H. INTERNATIONAL CUB LO-BOY-SERIAL NUMBER 22619J  
 I.H. INTERNATIONAL CUB LO-BOY-SERIAL NUMBER 14673J  
 5 NELSON RAINTRAINS WITH 200 FEET OF 1 INCH HOSE  
 6 FOOT M.K. MARTIN REAR MOUNT-THREE POINT HITCH, PTO DRIVEN  
 SNOWBLOWER  
 SIMPLICITY 14 HP TRACTOR WITHOUT DECK  
 HOWARD PRICE MOWER WITH 72 INCH ROTARY DECK  
 HOWARD PRICE MOWER WITH A 72 INCH DECK AND 60 INCH  
 SNOWBLOWER  
 MYERS MODEL 36006, TAILGATE SPREADERS  
 TRACVAC MODEL 880 PULL BEHIND TURF VACUUM  
 1999 CHEVROLET 2500 PICKUP WITH UTILITY BED AND 8 FOOT WESTERN  
 SNOWPLOW  
 2000 CHEVROLET PICKUP WITH 8 FOOT BED AND 8 FOOT WESTERN  
 SNOWPLOW

*Explanation: The district would like to dispose of equipment formerly used by the Maintenance Department. Sealed bids will be accepted.*

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – L:** It was moved by Mrs. Friedman 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, yes; 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
- B. Resignation of the individual listed per the effective date:  
William Shirk, learning support teacher at PMHS, effective August 18, 2013
- C. Leaves to the individuals according to the terms listed:

Professional Employee:

*Employee B81* – Family Medical - November 11, 2013 – February 2, 2014  
*Employee B82* – Child Rearing - August 19, 2013 – January 20, 2014

Classified Employee:

*Employee B83* – Designated Family Medical - June 17, 2013 – July 7, 2013

- D. Seasonal Weight Room to provide coverage for the weight room at the rates cited below for the 2013-2014 school year.

Matthew Willard – 88 scheduled summer weight room hours at \$23.20 per hour  
Matthew Willard – 114 scheduled fall weight room hours at \$23.20 per hour  
Matthew Willard – 120 scheduled winter weight room hours at \$23.20 per hour  
Matthew Willard – 134 scheduled spring weight room hours at \$23.20 per hour

*Explanation: The number of hours and rate has remained unchanged since the 2011-2012 school year.*

- E. Team Training Hours to provide up to 100 hours of weight room athletic team training for the 2013-2014 school year at the rate cited below.

Matthew Willard– up to 100 weight room athletic team training hours at \$23.20 per hour

*Explanation: The number of hours and rate has remained unchanged since the 2011-2012 school year.*

- F. Speed Training Hours to provide up to 30 hours of speed training for the 2013-2014 school year at the rate cited below.

Matthew Willard – up to 30 speed training hours at \$23.20 per hour

*Explanation: The number of hours and rate has remained unchanged since the 2011-2012 school year.*

G. Fall 2013 Athletic Coaches Changes as indicated

*Explanation: Fall 2013 Coaches were approved on July 15, 2013. Approval is sought for additions and/or changes only as highlighted on the attached sheet.*

H. Title III Tutoring to provide of tutoring for the 2013-2014 school year at the professional rate.

Catie Zaliet – up to 40 hours

*Explanation: ELL student requires tutoring in math. This is part of the Title III funding and is reimbursed.*

I. Pay Calculation Correction (available upon request)

*Explanation: An error was made in calculating the pay increase for an Act 93 individual for the 2013-14 school year. This adjustment is needed to correct the situation and accurately compensate the employee.*

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 B-I:** It was moved by Mr. Hoke 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, yes.

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A:** It was moved by Dr. Frerichs and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, no; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:52 p.m. on a motion by Dr. Frerichs and seconded by Mrs. Green and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary