

**MINUTES**  
**Committee of the Whole**  
**October 20, 2014**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for a student 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: Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs and Mrs. Johnna Friedman were absent. Present from the administrative staff were Dr. Michael Leichter, 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. Connie Jackson, Gordon Kauffman, John Marquette, Kitty Lafferty, Stephen Marquette and Kyle Shoff, Manor Middle School students, Tricia Landis and Melissa Douglass, Millersville University students, Mrs. Elaine Jones, 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, November 3, 2014, at 7:00 PM at Manor Middle School.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the October 6, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Paitsel, 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. Straub and Mrs. Friedman, Transportation Liaisons, recently visited the non-public student hub at Manor Middle School after a parent voiced concerns about student safety at the October 6 meeting. Mr. Straub reported that he observed no safety concerns for the students at the hub. An email from Mrs. Friedman reported the same observation. The Transportation Liaisons recommended to the Committee of the Whole that no changes be made to the hub arrangement at Manor Middle School for the non-public students. The recommendation was approved on a motion by Mr. Fullerton and a second by Mr. Paitsel. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Long reviewed the upcoming Board development opportunities.

Mr. Reisinger provided an update on the Penn Manor High School 1:1 student laptop program and discussed future program planning.

The Facility Committee held an advertised meeting on October 15, 2014 and is recommending that a sales contract for the property at 2121 Temple Avenue be prepared for one of three potential offers in the amount of \$1,500,000. Approval for placement of this item on the October 20, 2014, 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, absent; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented the first part of the PSBA contracted study of support staff positions. The job descriptions have been revised after consultation with staff and review by supervisors. Approval for placement of this item on the November 3, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston recommended the transfer of the unused portion of the 2013-2014 expenditure budget to the Capital Reserve Fund. Approval for placement of this item on the October 20 board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston recommended approval to commit funds for future textbook purchases, debt service stabilization and PSERs retirement rate stabilization. Approval for placement of this item on the October 20 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, absent; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston reviewed the Act 82 information that school districts are required to submit annually to PDE by October 15<sup>th</sup> regarding Interscholastic Athletic Opportunities and treatment for male and female secondary school students. This year, the report also included information reported by booster organizations.

The Committee of the Whole adjourned at 8:00 p.m. on a motion by Mr. Paitsel, a second by Mr. Fullerton 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**  
**October 20, 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 8:02 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 3, 2014, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs and Mrs. Johnna Friedman were 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. Connie Jackson, Gordon Kauffman, John Marquette, Kitty Lafferty, Stephen Marquette and Kyle Shoff, Manor Middle School students, Tricia Landis and Melissa Douglass, Millersville University students, Mrs. Elaine Jones, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary

Boy Scouts and Manor Middle School students Stephen Marquette and Kyle Shoff, led the Pledge of Alliegance.

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 October 20, 2014 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Johnston provided the Treasurer's report for September 2014. He presented for payment the September 2014 bills. It was moved by Mr. Fullerton, and seconded by Ms. Wert to approve to authorize payment of bills:

General Fund	\$ 4,254,692.00
Cafeteria Fund	\$ 168,713.71
Capital Reserve Fund	\$ 359,339.61
2012 Construction Fund	\$ 1,079,731.39
Student Activity Fund	\$ 9,247.63

The following roll call vote was taken on this motion: Richard Frerichs, absent; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes

Dr. Leichliter provided the Superintendent's report. He reported that several students qualified for county orchestra. He also commended several members of the football team that volunteered at Arborvale recently.

**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.    Committed Fund Balance - The Resolution for Commitment of June 30, 2014 Fund Balance (to be distributed.)
- B.    2013-2014 General Fund Transfer - The committee is recommending approval for the transfer of \$1,881,361 to the Capital Reserve Fund.
- C.    Approval of the Agreement For Sale of Commercial Real Estate and Addendum thereto as presented to the School Board with such changes and additions as approved by the School District solicitor and Superintendent and the authorization for any School Board officer and/or the Superintendent to execute and deliver the Agreement, Addendum and any other documents necessary or appropriate to effectuate the Sale.

**MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM 2A-C with C as amended:** It was moved by Mr. Schlotzhauer and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, 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.    Tax Exoneration as cited (see page 3).
- B.    Judicial Review Committee Action as cited (enclosure).
- C.    PA-Educator’s Clearinghouse Contract (see pages 4-5)

*Explanation: PA-Educator is a web-based teacher application program through Allegheny Intermediate Unit #3. The district has been using this service since 2007.*

**MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-C:** 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, absent; Johnna Friedman, absent; 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 6-7).

- B. Mentors for the 2014-2015 school year as listed:
- |   |       |
|---|-------|
| Anne Butterfield for Kimberly Braun – Nurse                         | \$671 |
| <del>Anne Butterfield</del> Lisa Heisler for Pamela Nichols - Nurse | \$741 |
| Kathleen Ashworth for Lori Paules - Librarian                       | \$736 |
- C. Resignation of the individual listed per the effective date:  
Donna Carr – custodian – effective September 30, 2014

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-C with A and B as amended:** 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, absent; Johnna Friedman, absent; 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 8:08 p.m. on a motion by Mr. Fullerton and second by Ms. Wert and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary