

MINUTES
Board Organization Meeting
December 3, 2013

The Organization 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 Member Mr. J. Kenneth Long at 7:00 p.m. 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 Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock, and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Philip Gale, Mr. Jeremy Kirchner, Mrs. Amy Wall, Mr. Dell Jackson, Mrs. Elaine Jones, Lancaster Newspaper reporter, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary.

Mr. Fullerton made a motion to appoint Ms. Wert to serve as Temporary President for the reorganization portion of the Board meeting. Mr. Rintz seconded this motion. A motion was made by Mr. Schlotzhauer and seconded by Mr. Fullerton to close the nominations. The nominations were closed by a unanimous voice vote. Mrs. Wert was appointed to serve as Temporary President by a unanimous voice vote.

Ms. Wert read the Certificate of Election and administered the Oath of Office to the newly elected board members. The list of newly constituted board membership was presented for any necessary changes. There were no changes.

Dr. Frerichs made a motion nominating Mr. J. Kenneth Long as President of the Board. The motion was seconded by Mrs. Friedman. There were no other nominations for the office of President. A motion was made by Mr. Fullerton and seconded by Mr. Paitsel to close the nominations. The nominations were closed by a unanimous voice vote. Mr. Long was appointed President by a unanimous voice vote.

Ms. Wert made a motion nominating Mr. Carlton Rintz as Vice-President of the Board. The motion was seconded by Mr. Straub. There were no other nominations for the office of Vice-President. A motion was made by Mr. Fullerton and seconded by Mr. Schlotzhauer to close the nominations. The nominations were closed by a unanimous voice vote. Mr. Rintz was appointed Vice-President by a unanimous voice vote.

The Organization Meeting adjourned at 7:13 p.m. to the Committee of the Whole on a motion by Mr. Straub and seconded by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Committee of the Whole
December 3, 2013

The Penn Manor School Board met in an Executive Session at 5:30 p.m. for the discussion of labor negotiations planning, personnel, and a legal matter. The Board Organization meeting was held at 7:00 p.m.

The Penn Manor School Board met as a Committee of the Whole at 7:13 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 Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Philip Gale, Mr. Jeremy Kirchner, Mrs. Amy Wall, Mr. Dell Jackson, 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 Monday, January 6, 2014, at 7:00 PM in the Board Room of the Manor Middle School.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the November 18, 2013 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mrs. Friedman, 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 and Mr. Kirchner reviewed the new Social Studies department offerings. Courses have been realigned to prepare for the upcoming Civics and Government Keystone Exam. As a result, the Social Studies department has modified the Modern World History course and developed two separate courses: Western World History and Eastern World History. Students may select either course, which enables them to meet a graduation requirement through taking a non-American History course. Each course is currently being offered to Career Prep, College Prep, and Honors level students during the 2013-2014 school year.

The board reviewed suggestions brought back from the PSBA meeting to have elementary school students lead the Pledge of Allegiance at the board meetings as well as inviting new teachers to come to the meetings throughout the year to meet the board. Both suggestions will be implemented beginning in February 2014.

Mr. Johnston presented a brief summary of the 2014-2015 budget. He also shared that a cell phone carrier is interested in installing a cell tower at the high school football field.

Mr. Johnston reviewed the RFP planned cycle for requesting proposals for contracted services.

Mr. Long discussed with the board members their interest in committee assignments for 2014. Appointments will be made at the January 6, 2014 meeting.

The Committee of the Whole adjourned at 8:02 p.m. on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
December 3, 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 8:03 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, January 6, 2014, 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, 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 Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Amy Wall, 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 November 18, 2013 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Item 1. The School Board Meeting Agenda was reviewed.

Item 2. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Treasurer
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	
PMSD Student Activity Fund Account	
PMSD Student Activity Athletic Fund Account	

Explanation: To formally authorize two board members to represent the district as designated signers for the above checking accounts.

- B. Mileage Rate Approval of the standard mileage rate for business use of an automobile as determined by the IRS effective January 1, 2014.

Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.

- C. Boundary & Topographical Survey Proposal – Diehm & Sons to provide Boundary & Topographical Survey Services and Digital Base Plan preparation for the Pequea Elementary site for \$7,800 as per the attached proposal (see enclosure)

Explanation: This will provide the necessary base mapping and surveying needed for the Township Land Development process through construction documents.

- D. Hambright Elementary School Project Change Order as cited (see pages 4-6). Change Order 8 - \$5,050.00 MCA - To change masonry soaps above the cafeteria windows to studwork and exterior gypsum and to add 28.69 tons of additional wearing on Charlestown Road.

Explanation: General construction change orders occur as part of the Hambright construction process. The change to studwork and gypsum above the cafeteria windows will allow expansion and contraction in materials for weather fluctuations and the additional tons of wearing was required by the township.

- E. Approval of 2014-2015 Open Campus PA courses to be offered jointly by Penn Manor, Manheim Township, and Hempfield School Districts (attached).
- F. Lancaster-Lebanon I.U. #13 Joint Authority – The administrative staff is recommending that Franklin C. Hoke be appointed the Penn Manor School District representative to the Lancaster-Lebanon I.U. #13 Joint Authority effective January 1, 2014 for a five year term concluding on December 31, 2018.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 2 A-F: It was moved by Mrs. Friedman 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 3. 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 year (see pages 7-8).
- B. Head Coaches Recommended for Renewal for the Fall 2014 Season:
 Boys' Soccer – Steve McCabe
 Cross Country – Robert Ulmer/Tom Ecker (co-head coaches)

Field Hockey – Matt Soto
 Football – Todd Mealy
 Girls' Soccer – TBD
 Girls' Tennis – Vickie Miller
 Girls' Volleyball – Tim Joyce
 Golf – Trevor Pope

- C. Leave to the individuals according to the terms listed:

Professional Employees

Employee C16 – Family Medical - November 13, 2013 – February 4, 2014

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3 A-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, 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. Resignation of the individual listed per the effective date:
 Alyson Kusman – freshmen cheerleading coach, effective November 26, 2013
- B. Appointment of Freshmen Cheerleading Coach
 Cindy Bachman at a salary of \$870.96 to complete remainder of duties

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-B: It was moved by Dr. Frerichs and seconded by Mr. Straub 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 8:14 p.m. on a motion by Mr. Straub and second by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary