

**Minutes
Committee of the Whole
February 17, 2015**

The Penn Manor School Board met in a public workshop, District Budget, beginning at 5:15 p.m.

The Penn Manor School Board met in an Executive Session at 5:45 p.m. for the discussion of personnel and student matters.

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 Paitzel, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs, Mrs. Johnna Friedman, and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Beth Mitchell, two Millersville University students, Ms. Colleen Dorsey, 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, March 2, 2015, 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 February 2, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Paitzel, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

Eric Shufflebottom and Cece Minnick provided the student report highlighting upcoming high school events

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

The upcoming Board development opportunities were reviewed. Mr. Fullerton reported on the Ag Advisory Council Meeting and the IU13 board meeting. Mr. Straub gave a JOC update.

Mr. Johnston discussed the benefits of offering an Employee Assistance Program for the staff.

Mr. Long and Dr. Lechlitter reviewed the proposed school board meeting dates for the 2015-2016 school year. Approval for placement of this item on the March 2, 2015 board agenda was approved on a motion by Mr. Fullerton 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. Paitzel, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Long and Dr. Lechlitter discussed locations for the one day School Board Retreat. Possible dates will be presented to board members. Any agenda items should be forwarded to Mr. Long.

Mr. Reisinger and Dr. Shaffer reviewed the plan to implement a 1:1 laptop program for Manor and Marticville Middle Schools in late August/early September 2015. Approval for placement of this item on the February 17, 2015 board agenda was approved on a motion by Mr. Paitsel 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:40 p.m. on a motion by Mr. Fullerton, a second by Mr. Paitsel, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
February 17, 2015

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 7:42 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 2, 2015, following the Committee of the Whole Meeting at Manor Middle School. An Act 34 Public Hearing for Pequea Elementary will also be held on Monday, March 2 at 5:00 p.m. in the auditorium of Manor Middle School

The following members were present: Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs, Mrs. Johnna Friedman, and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Beth Mitchell, two Millersville University students, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 February 2, 2015 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. He invited the Board to visit the high school to observe the 1:1 laptop program.

Mr. Johnston provided the Treasurer's report for January 2015. He presented for payment the January 2015 bills. It was moved by Mr. Schlotzhauer, and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$ 4,364,103.34
Cafeteria Fund	\$ 76,855.58
Capital Reserve Fund	\$ 37,370.91
2012 Construction Fund	\$ 159,416.13
Student Activity Fund	\$ 9,929.23

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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes

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. 1:1 Student Laptop Program for Manor and Marticville Middle Schools to begin during August 2015. Estimated costs are \$400,000, to be paid from the Technology Capital Reserve Fund.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:

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 Paitzel, yes; Carlton Rintz, absent; 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. Judicial Review Committee Action as cited (enclosure).
- B. Fiber installation agreement with Gettle at a cost of \$4,952.00 (pages 5-6)

Explanation: Gettle will install dedicated single mode fiber cabling at Penn Manor High School. The installation will upgrade internal network capacity to support increases in Internet bandwidth.

- C. Student Assistance Program with Pennsylvania Counseling Services for the 2015-2016 school year. Requesting approval of 1,195 hours for 2015-2016 school year.

Explanation: Penn Manor must submit an annual request for hours. This request represents an increase of 396 hours and is in response to needs based on 2014-2015 usage.

- D. Disposal of Assets from Temple Avenue Building

Explanation – Approval to allow Central American Relief Efforts (CARE) to repurpose furniture and fixtures from the old Hambright Elementary building by aiding impoverished areas of Honduras.

- E. Proposal for Design and Bid Documents for Manor Middle School Paving and Tennis Courts – Derck & Edson \$ 9,250 (pages 7-9)

Explanation – For the re-paving of driveways and parking areas, select concrete walkway removal and replacement, and resurfacing of tennis courts and basketball courts during the spring/summer of 2015. Payment will come from the Capital Reserve Fund.

F. CCTV System Upgrade – Gettle \$799,350 (pages 10-11)

Explanation – To install/upgrade the existing CCTV system at Eshleman, Letort, Martic, Marticville Middle and Manor Middle in accordance with the state PEPPM contact. Payment will come from the Capital Reserve Fund.

G. NRG Service Contract – Martic, Marticville Middle as cited (pages 12-23)

Explanation – Service agreement with NRG for the building automation services, automatic temperature controls and access control/security at Martic Elementary and Marticville Middle School effective April 1, 2015 through March, 31, 2016, including the Repair, Labor and Materials option.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-G: 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, absent; 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 (pages 24-25).

B. Leaves to the individuals according to the terms listed:

Professional Employees:

Employee D27- Family Medical - August 17, 2015 – November 8, 2015

Employee D28- Intermittent Family Medical – Feb. 3, 2015 – February 2, 2016

Classified Employees:

Employee D29- Designated Family Medical – Dec. 10, 2014 – February 4, 2015

Employee D30- Designated Family Medical – Nov. 25, 2014 – February 2, 2015

Employee D31- Designated Family Medical – Nov. 12, 2014 – January 19, 2015

Employee D32- Designated Family Medical - January 2, 2015 – February 1, 2015

Employee D33- Designated Family Medical - Jan. 19, 2015 – February 3, 2015

Employee D34- Intermittent Family Medical – Feb. 11, 2015 – February 10, 2016

C. Spring 2015 Athletic Coaches as listed (see page 26).

D. Retirement of the individual listed per the effective date:

Kimberly Moore, Guidance Counselor, Manor MS, effective end of 2014-15 school year

E. Resignation of the individual listed per the effective date:

Mary Iovino, Academic Support Aide, Marticville MS, effective Jan. 28, 2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: It was moved by Mr. Fullerton and seconded by Ms. Wert on 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 7:49 p.m. on a motion by Mr. Straub and second by Mr. Schlotzhauer and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary