

**Minutes
Committee of the Whole
February 2, 2015**

The Penn Manor School Board met in an Executive Session at 5:00 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: 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. Dr. Richard Frerichs was 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. Larry Levato, Mr. Hal Hart, Mr. Dell Jackson, Ms. Colleen Dorsey, 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 Tuesday, February 17, 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 January 20, 2015, Committee of the Whole 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.

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

The upcoming Board development opportunities were reviewed. Mr. Straub gave an update of the most recent LCCTC meeting and reported that all school districts have approved the 2015-2016 LCCTC budget.

Dr. Lechlitter reviewed the student relocation plan for the Pequea Elementary renovation project. A meeting will be held on Tuesday, February 3 to review the plan with parents. Mr. Levato and Mr. Hart from Crabtree, Rohrbaugh & Associates gave an overview regarding the required Act 34 public meeting for this project. Approval for placement of this item on the February 2 board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Reisinger updated the board on the 1:1 student laptop proposal for Manor and Marticville Middle Schools. He presented the target rollout timeframe and the preliminary cost estimates. Approval for placement of this item on the February 17 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Reisinger discussed the changes to the Federal E-RATE program and reviewed the KINBER Internet Agreement. Approval for placement of this item on the February 2 board agenda was approved on a motion by Mr. Fullerton and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; 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 2014-2015 budget results through the first six months of the fiscal year.

Mr. Johnston provided background information for Penn Manor's Property Tax Rebate Program and recommended that the program be continued for 2015-2016 fiscal year. Approval for placement of this item on the February 2 board agenda was approved on a motion by Mrs. Friedman and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; 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 potential timeline for the proposed Conestoga Elementary renovation project. Crabtree, Rohrbaugh & Associates have proposed a scope study to determine estimated costs, design and scheduling. Results will be shared with the board before a board decision is needed to proceed with the design development phase of the project. Approval for placement of this item on the February 2 board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:47 p.m. on a motion by Mr. Straub, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
February 2, 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 8:48 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, February 17, 2015, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: 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. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Lechliter, 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, Ms. Colleen Dorsey, 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 January 20, 2015 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. Lechliter provided the Superintendent's report. The State Championship Field Hockey team recognition at the State Legislature was rescheduled for February 24 due to inclement weather. Penn Manor senior Alessandra Levato's murals commissioned for the PSBA Conferencing Center were dedicated last week.

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. Property Tax Rebate Program Resolution (see pages 5-10)

Explanation: The Penn Manor Tax Rebate Program has been in effect since the 2006-07 school year. This program is budgeted to supply real estate tax rebate payments totaling \$50,000 to low income residents that are approved for the state rebate program.

B. 2015-16 School District Calendar Approval (see page 11)

C. Capital Projects Budget for 2015-2016 (see page 12)

Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year. The Plan has been updated to include an additional Student Van.

- D. Act 34 Resolution for Pequea Elementary School (see pages 13-14)
- E. Architectural Services to determine scope for the proposed Conestoga Elementary renovation projects (see page 15)

Explanation: Crabtree, Rohrbaugh & Associates have proposed a scope study for \$5,000.00 to determine estimated costs, design and scheduling. Results will be shared with the board before a board decision is needed to proceed with the design development phase of the project.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A,B,C,E:

It was moved by Mr. Schlotzhauer and seconded by Mr. Paitsel to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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.

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

It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; Johnna Friedman, yes; Joseph Fullerton, abstained; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, abstained; 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. ~~Network Services Agreement with Comcast Business Communications to provide network ENS connectivity as per the enclosed agreement at a cost of \$4,600 per month for 12 months.~~

~~*Explanation: Comcast will provide a 1Gbs dedicated metro Ethernet network between all districts from July 1, 2015 to June 30, 2016. E-rate will discount this service at approximately 50%/month.*~~ (will be voted on at February 17, 2015 meeting)

- C. Internet Services Agreement with KINBER to provide Internet service as per the enclosed agreement at a cost of \$4,095 per month for 36 months.

Explanation: KINBER will provide 1Gbs dedicated Internet service to all school buildings from July 1, 2015 to June 30, 2018. E-rate will discount this service at approximately 50%/month.

D. Hambright Elementary School Change Orders as cited (see pages 16-20)

Change Order #17 - Murray Construction	Add	\$12,500
Change Order #18 - Murray Construction	Deduct	\$ 3,000
Change Order #19 - Murray Construction	Add	\$36,740
Change Order #20 - Murray Construction	Add	\$11,514
Change Order #21 - Murray Construction	Add	\$ 4,420

Explanation: General Contracting change orders occurred as part of the Hambright construction process.

E. Conestoga Elementary Project Reimbursement Resolution (see pages 21-22).

Explanation: This resolution allows for the proposed renovation project at Conestoga Elementary to proceed with payments to be made from the capital reserve fund. Should the board decide to fund the project with a future debt issuance, the capital reserve fund would be reimbursed out of the debt proceeds. This resolution allows for flexibility in funding for the project and will not delay progress as financing options are explored.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A,C-E: It was moved by Mr. Fullerton and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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. Employment and Change in Status of the individuals listed per the effective date for the 2014-2015 school year (see pages 23-24).
- B. Leave to the individuals according to the terms listed:
- Professional Employees:
Employee D23 - Designated Family Medical - January 13, 2015 – January 26, 2015
Employee D24 - Family Medical - April 13, 2015 – end of 2014-2015 school year
Employee D25 - Family Medical - March 9, 2015 – May 25, 2015
- Classified Employee:
Employee D26 - Designated Family Medical – Nov. 3, 2014 – January 25, 2015
- C. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2014-2015 school year.

Beth Corl

Danielle Kreider

Elizabeth Crum	Melissa Mulder
Amy Flores	Pamela Noll
Christine Harzinski	Patrice O'Brien
Nancy Johnson	Kathy Rowley
Kimberly Juba	Alison Witmer

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- D. The administrative staff is recommending that Erika M. McLaughlin be granted tenure as she has completed three years of satisfactory teaching performance within the school district.

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- E. Mentors for the 2014-2015 school year as listed:

Julie Yost for Kara Sangrey - \$450.00
Tom Wainman for Stevie Younker - \$450.00

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.

- F. Resignation of the individual listed per the effective date:
Angel Barrios – Custodian – Marticville MS – Effective January 30, 2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F: It was moved by Ms. Wert and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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 5. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Rescission of the appointment of David A. Morrison to serve as the high school boys' baseball team scorekeeper effective immediately.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A: It was moved by Mr. Paitsel and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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 6. Consent Agenda for Committee of the Whole Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

A. New Board Policy: Second/Final Reading: Policy 916 - Volunteers

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 6A:

It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; Johnna Friedman, yes; Joseph Fullerton, abstained; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, abstained; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:55 p.m. on a motion by Ms. Wert and second by Mr. Schlotzhauer and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary