

**Minutes
Committee of the Whole
January 20, 2015**

The Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of personnel, legal matters, and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:01 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, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Ms. Amy Niemkiewicz, Dr. Dana Edwards, Mrs. Connie Jackson, Mrs. Christine Kinderwater, 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 Monday, February 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 January 5, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Eric Shufflebottom and Cece Minnick provided the student report. Keystone exams were held last week; the second semester starts on January 21; and the Field Hockey team will be honored in the near future by the State Legislature for winning the State Championship.

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

The upcoming Board development opportunities were reviewed. There were no board reports.

Dr. Leichliter thanked board members for their hard work and dedication to the district by serving as a Penn Manor School Board Director. For School Director Recognition Month, Board members were given a book that was chosen in their honor as well as a certificate. The books will be placed in school district elementary libraries.

Manor Middle School was recognized as a Title I 2014-2015 Distinguished School by the Pennsylvania Department of Education for its performance on the 2014 PSSAs. The board presented Dr. Dana Edwards, Manor Middle School principal, and Ms. Amy Niemkiewicz, Title 1 academic support teacher, with a resolution recognizing the accomplishment.

Dr. Dana Edwards was recognized for being named a 2015 Research Fellow by the Pennsylvania Association of School Administrators for his research on Educator Effectiveness. The board presented Dr. Dana Edwards with a resolution recognizing his accomplishment.

Mr. Straub and Dr. Leichliter provided an overview of the LCCTC's proposed 2015-2016 General Fund Budget. Approval for placement of this item on the January 20 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, yes; Mrs. Friedman, yes; Mr. Fullerton, abstained; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, abstained; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston provided an update on budget projections for 2015-2016 as well as the five year outlook.

Mr. Johnston reviewed the Capital Projects Budget for 2015-2016.

Dr. Leichliter reviewed the proposed calendar for 2015-2016. Approval for placement of this item on the February 2 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, yes; 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.

Dr. Leichliter introduced revised Assistant Superintendent job descriptions. Due to Mrs. Hallock's impending retirement, the job descriptions for both secondary education and elementary education have been reviewed and updated. Dr. Leichliter discussed the process to find a replacement for Mrs. Hallock. Approval for placement of this item on the January 20 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; 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.

Dr. Leichliter presented the first reading of the new Volunteer Policy. Due to recent changes in Child Protective Services laws, volunteers will now be required to obtain criminal and child abuse clearances. Dr. Leichliter reviewed the new policy being implemented by Penn Manor School District effective July 1, 2015. Approval for placement of this item on the January 20 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; 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 8:15 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, Secretary

MINUTES
Penn Manor Board of School Directors
January 20, 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 8:16 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, February 2, 2015, following the Committee of the Whole Meeting at 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, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mrs. Connie Jackson, Mrs. Christine Kinderwater, 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. Mrs. Connie Jackson, 348 W. Charlotte Street, Millersville, PA 17551, addressed board regarding the new Volunteer Policy that will require volunteers in the schools to obtain clearances. She suggested that the district help to fund clearances for senior citizens in need of financial assistance. She also asked who would be reviewing the clearances.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the January 5, 2015 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. Dr. Leichliter notified the board that the district received the American Heart Association's Fit-Friendly Worksite Gold Award Recognition recently. He also pointed out that the December issue of the PSBA Bulletin is the last edition featuring Dr. Frerichs as PSBA President.

Mr. Johnston provided the Treasurer's report for December 2014. He presented for payment the December 2014 bills. It was moved by Mr. Straub, and seconded by Mr. Paitsel to approve to authorize payment of bills:

General Fund	\$ 4,781,822.92
Cafeteria Fund	\$ 136,501.50
Capital Reserve Fund	\$ 144,775.25
2012 Construction Fund	\$ 236,755.33
Student Activity Fund	\$ 57,457.49

The following roll 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 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. Resolution Not to Exceed Index

Explanation: The purpose of the resolution is to allow the school district to follow normal budget procedures, and dispense with the accelerated Act 1 budget requirements. This option is available only to school districts that are certain the next year budget can be funded without increasing the real estate tax rate by more than the index. For fiscal year 2015-2016, the resolution must be adopted no later than January 31, 2015.

B. Approval of LCCTC 2015-2016 Proposed Budget Resolution

C. First Reading: Policy 916 Volunteer

Explanation: Due to recent changes in Child Protective Services laws, volunteers will now be required to obtain criminal and child abuse clearances. The new policy will be implemented by Penn Manor School District effective July 1, 2015.

D. Revised Assistant Superintendent Job Descriptions (see pages 5-10)

Due to Mrs. Hallock's impending retirement, the job descriptions for both secondary education and elementary education have been reviewed and updated. Dr. Leichter will discuss the process to find a replacement for Mrs. Hallock.

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

It was moved by Mr. Paitsel 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.

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

It was moved by Mr. Straub and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; 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. Approval of agreement with Crabtree Rohrbaugh & Associates for High School Master Plan Study, including all associated engineering fees from consultants, at a fixed fee of \$35,000.00, plus normal reimbursable expenses for travel, printing, etc.
- B. Judicial Review Committee Action as cited. (enclosure)
- C. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 11).

Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.

- D. Hambright Elementary School Project Change Order as cited (see page 12)

Explanation: Plumbing change orders occur as part of the Hambright construction process. The change listed will deduct \$1,000.00 from the Plumbing construction contract.

- E. Hambright Elementary School Change Order as cited (see page 13-14)
 - Change order 2 – deduct \$2,500.00 S.A. Comunale Co. Inc.
 - Change order 3 – deduct \$3,000.00 S.A. Comunale Co. Inc.

Explanation: Fire Protection change orders occur as part of the Hambright construction process. The change listed will deduct \$5,500.00 from the Fire Protection construction contract.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E: It was moved by Mr. Fullerton and seconded by Ms. Wert 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. Employment and Change in Status of the individuals listed per the effective date for the 2014-2015 school year (see pages 15-16).
- B. Leave to the individuals according to the terms listed:
 - Professional Employees
 - Employee D21- Child Rearing - March 2, 2015 – end of 2014-2015 school year*
 - Employee D22 - Designated Family Medical - December 2, 2014 – January 4, 2015*
- C. Resignation of the individuals listed per the effective date:
 - Mary Rafter – ERA Academic Support Aide – Pequea – Effective January 16, 2015
 - Joseph D. Krodel – effective January 16, 2015

D. Spring Musical Co-curricular positions to the individuals cited for the 2014-2015 school year:

Musical Director	Melissa Telesco	\$ 5,600
Musical Asst. Director	Melissa Mintzer	\$ 3,045
Musical Acting Coach	Carole Shellenberger	\$ 800
Musical Production Assistant	Carole Shellenberger	N/A
Musical Assistant Vocal	Stephanie Hallett	\$ 1,000
Musical Crew Supervisor	Melissa Mintzer	N/A
Musical Set Construction	Dakota Jordan	\$ 1,500
Musical Lighting/Sound Design	Carole Shellenberger	\$ 400
Musical Choreographer	Donavan Hoffer	\$ 500
Musical Rehearsal Accompanist	Jordan Groh	\$ 1,300
Musical Costume Coordinator	Becky Cotich	\$ 1,324
Musical Orchestra	Lauren Forbes	\$ 1,708

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.

E. Supplemental Instructional Compensation to Tom Reustle for 10.5 hours of support service during the first semester.

Explanation: To compensate for time spent developing lesson plans and necessary material for instruction for an extended day to day sub situation.

F. Mentors for the 2014-2015 spring semester as listed:

Tom Reustle for Jared Shearer – MS Social Studies	\$450.00
Jason Binkley for Lori Bradley – Elementary Health/PE	\$450.00
Debra Drexel for Jourdan Brill – Grade 1	\$450.00
Kimberly Garvey for Brian Griffith – Grade 6	\$450.00
Patricia Paparo for Heidi Wilson – MS Math	\$450.00

G. Approval of Coaches

Track and Field:

Ben Schober – Assistant Coach
 Dave Hess – Assistant Coach
 Kim Braun – Assistant Coach
 Barb Trostle – Assistant Coach
 Bob Ulmer - Volunteer Coach
 Tom Ecker – Volunteer Coach

Baseball:

Chris Feger – Assistant Coach
 Kyle Greenwood (needs clearances) – Assistant Coach
 Morgan Rupp – Assistant Coach

H. Extended Leave of Absence for Dawn Bates through May 1, 2015

Explanation: Mrs. Bates is a part time custodian who has exhausted her FMLA leave and is currently out of pay status. This extended leave of absence is intended to hold her position as she continues to recover from an automobile accident.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-H: It was moved by Mr. Schlotzhauer 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.

The meeting adjourned at 8:27 p.m. on a motion by Mr. Fullerton and second by Mr. Schlotzhauer and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary