

MINUTES
Committee of the Whole
January 27, 2014

The Penn Manor School Board met in an Executive Session at 6:15 p.m. for the discussion of personnel and a student 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 originally scheduled for January 21, 2014 but rescheduled due to inclement weather. 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: Mr. Dell Jackson, Mr. David Warren and Mr. Keith Stoltzfus from the LCCTC, high school students Alivia Starin and Eric Shuffelbottom, Mr. Jeff Roth, Ms. Carli Brill, 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, February 3, 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 January 6, 2014 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.

Alivia Starin and Eric Shuffelbottom provided the student report and upcoming high school events.

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

Mr. Long reviewed the upcoming Board development opportunities. Mrs. Friedman updated the board on the Facilities Committee meeting held on Monday, January 13, 2104. Dr. Frerichs provided each member with a Pennsylvania School Snapshot prepared by PSBA.

Mr. Roth introduced Carli Brill, the new head coach for girls' soccer. Ms. Brill is a 2003 Penn Manor graduate and played soccer for the University of Pittsburgh. She has an extensive background in coaching at the youth/high school level.

Mr. David Warren, Executive Director of the Lancaster County Career & Technical Center, and Mr. Keith Stoltzfus, Business Manager, presented the proposed LCCTC budget for the 2014-2015 school year to the board. The budget features a 2.1% increase over last year due to proposed expansion to the technology budget. Penn Manor has the largest number of students of any school district attending the LCCTC. Approval for placement of this item on the January 27 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. 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.

Mr. Johnston updated the board on budget projections for 2014-2015.

Dr. Leichter provided the board with an update on the district's existing agreement with Millersville University regarding a mutual exchange of the use of land highlighting improvements Millersville is proposing. He will present additional information at the February 3, 2014 meeting.

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

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
January 27, 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 originally scheduled for January 21, 2014 but rescheduled due to inclement weather. 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, February 3, 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: Mr. Dell Jackson, Mrs. Elaine Jones, 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 January 6, 2014 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.

Dr. Leichliter provided the Superintendent's report. He thanked Board Members for their hard work and dedication to the District by serving as a School Board Director. For School Director Recognition Month, Board members were given a book that was chosen in their honor. The books will be placed in the high school library.

Mr. Johnston provided the Treasurer's report for December 2013. He presented for payment the December 2013 bills. It was moved by Mr. Fullerton and seconded by Mrs. Friedman to approve and authorize payment of bills:

General Fund	\$	4607165.21
Cafeteria Fund	\$	151,590.62
Capital Reserve Fund	\$	70,482.39
Technology Capital Reserve	\$	3,300.00
2010 Construction Fund	\$	145,201.09
2012 Construction Fund	\$	2,106,148.40
Student Activity Fund	\$	41,186.77

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 1. **The School Board Meeting Agenda was reviewed.**

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

- A. Verizon Cell Tower Agreement – The administrative staff is recommending approval of an agreement with Verizon to lease land at the High School to erect a Wireless Cell Tower.
- B. 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 2014-2015, the resolution must be adopted no later than January 31, 2014.

- C. Approval of LCCTC 2014-2015 Proposed Budget Resolution

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A-B: It was moved by Dr. Frerichs 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 Paitzel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 C: It was moved by Mrs. Friedman 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, abstain; J. Kenneth Long, yes; David Paitzel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, abstain; 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. Internship Agreement with Millersville University’s Department of Wellness and Sport Sciences. (see enclosure)
- B. Bleacher Safety Inspections by Turner Installation & Safety at the cost of \$4,000.00 (see page 5).

Explanation: To provide a full safety inspection of bleachers at high school main gym, high school auxiliary gym, Marticville Middle School gym and Central Manor Elementary gym.

- C. Approval to Submit Plancon J – Central Manor Elementary School Project 3526 to the Pennsylvania Department of Education

Explanation: Final accounting for the project is complete and Plancon J is required for the state to issue a final reimbursable percentage.

- D. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 6).

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

- E. Multipurpose Room Roof Replacement – Letort Elementary School – Crabtree, Rohrbaugh & Associates to provide required architectural services as stated in the attached proposal. (See Page 7-8)

Explanation: Issues with the current roof require us to move forward with replace/repair work. The architectural services proposed are aligned with the most recent CRA contract guidelines.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3 A-E: It was moved by Ms. Wert 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, 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 2013-2014 school year (see pages 9-10).

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

Professional Employees

Employee C20 – Family Medical – March 31, 2014 – end 2013-2014 School Year

- C. Resignation of the individuals listed per the effective date:

Sean McKnight – January 8, 2014 – Technology Education Teacher at high school

Kaitlin Cahill – January 10, 2014 - Health Room Tech at high school

- D. Spring Musical Co-curricular positions to the individuals cited for the 2013-2014 school year:

Musical Director	Melissa Telesco	\$ 5,795
Musical Asst. Director	Melissa Mintzer	\$ 3,099

Musical Acting Coach	Carole Shellenberger	\$ 1,000
Musical Vocal Director	Stephanie Hallett	\$ 850
Musical Crew Supervisor	Melissa Mintzer	\$ 425
Musical Lighting/Sound Design	Dakota Jordan	\$ 950
Musical Choreographer	Donavan Hoffer	\$ 650
Musical Rehearsal Accompanist	Jordan Groh	\$ 1,000
Musical Costume Coordinator	Becky Cotich	\$ 1,400
Musical Orchestra	Lauren Forbes	\$ 2,008

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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-D: 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 8:21 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