

**Minutes
Committee of the Whole
January 5, 2015**

The Penn Manor School Board met in a workshop, Budget: Construction Financing, beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation, student matters and personnel.

The Penn Manor School Board met as a Committee of the Whole at 7:07 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. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz was 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: Ms. Barb St. John, Dr. Krista Cox, Mrs. Diane Kreider, Ms. Karen Reen, 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, January 20, 2015, at 7:00 in the Board Room of the Manor Middle School.

Abigail Brown and Eliana Knaub, 3rd grade students from Eshleman Elementary School, led the Pledge of Allegiance. They also performed an original song.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the December 2, 2014, 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. Fullerton reported on the IU Board meeting. Ms. Wert reported that the Lancaster County Academy will be offering tutoring services for students preparing for the Keystone Exams. The academy also applied for a grant from United Way and is waiting to hear the result of the grant application. Mr. Straub told the board that the LCCTC received a clean audit. The 2015-2016 budget will include a 1.9% increase, if approved.

Mr. Johnston presented information regarding the Resolution Not to Exceed Index for board discussion. 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. Approval for placement of this item on the January 20

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, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Kreider provided an update on the work and impact of the Poverty Task Force to date.

Dr. Leichliter updated the board on the second/final reading of some board policies. He reviewed minor changes made to policy 806: Child Abuse and discussed in greater detail the topic of employee criminal and child abuse clearances. Approval for placement of this item on the January 5 board agenda was approved on a motion by Ms. Wert and seconded by Dr. Frerichs. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Long reviewed the list of committee assignments for the 2015 including both board and president appointed positions. Approval for placement of this item on the January 5 board agenda was approved on a motion by Mr. Paitsel 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter updated the board on the Pequea renovation and the sale of 2121 Temple Avenue.

The Committee of the Whole adjourned at 7:57 p.m. on a motion by Mr. Straub, 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
January 5, 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 7:58 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, January 20, 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. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz was 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: Mrs. Diane Kreider, 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 December 2, 2014 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. Keystone testing at the high school will be held in the next two weeks. The first semester will end on January 15. Dr. Leichliter notified the board that the district was presented with the Gold Level Well Workplace Award from Lighten Up Lancaster. The latest issue of Above & Beyond was mailed over the holidays to district residents.

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

General Fund	\$ 3,086,766.10
Cafeteria Fund	\$ 18,444.65
Capital Reserve Fund	\$ 226,545.00
2012 Construction Fund	\$ 306,155.76
Student Activity Fund	\$ 31,993.48

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, 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. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and David Paitsel as alternate.
- B. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Joe Fullerton as alternate.
- C. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. High School Proposed New Courses

Explanation: Two new courses are proposed for the 2015-2016 school year. An Honors Engineering course is proposed for the Technology Education Department. This course will fill a need for additional STEM courses at the high school. The second course is Advanced Placement Music Theory course. This would be an offering for students who wish to explore music principles in greater depth and would provide for the possibility of college level credit for interested students. Additional staffing is not being proposed for either of the two courses.

- E. Updated Board Policy: Second/Final Reading - 000, 002, 003-BOG-2, 004, 004-BOG-1, 100, 102, 105, 105.1, 106, 107, 108, 112, 113, 114, 121, 124, 140, 146, 203.1, 204, 210, 217, 227, 235, 235.1, 246, 302, 304, 305, 306, 307, 309, 313, 317, 317.1, 333, 610, 611, 701, 709, 806, 808, 810.2, 818, 913, Delete 919
- F. Lancaster County Career & Technology Center Authority Board Member – The committee is recommending approval to appoint Wade Groff to the position of Lancaster County Career and Technology Center Authority Board Member for a four year term beginning January 1, 2015.

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

It was moved by Mr. Schlotzhauer 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, 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. JAMF Software License Contract Support Contract in the amount of \$11,718 for a one-year period effective January 9, 2015 (see page 5).

Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 837 staff and student Mac devices are covered under this agreement

- B. Judicial Review Committee Action as cited. (enclosure)
- C. Mediscan for Nursing Services (LPN) contracted services for a student with an IEP.
- D. Hambright Elementary School Project Change Order as cited (see page 6)
Change order 5 – deduct \$11,590.00 Frey Lutz Corp.

Explanation: HVAC construction change orders occur as part of the Hambright construction process. The change listed will deduct \$11,590.00 from the HVAC construction contract.

- E. Bleacher Safety Inspections by Turner Installation & Safety at the cost of \$4,000.00 (see page 7)

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.

- F. Annual Sprinkler Inspections by SA Comunale at the cost of \$900.00 (see pages 8-9)

Explanation: To provide annual inspections of the Wet Fire Sprinkler System including the fire pump at Hambright Elementary School for three years at \$900 per year.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-F: 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, yes; Johnna Friedman, yes; 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 (see page 10-11).
- B. Approval of Head Coach
Dan Myers – Head Track and Field Coach
Jenn Forney – Head Girls' Lacrosse Coach

- C. Approval of Volunteer Coaches
 Sean Kincade – Volunteer Wrestling Coach
 Mikahla Pomarici - Volunteer Girls' Basketball Coach
- D. Leave to the individuals according to the terms listed:
Professional Employees
Employee D17- Designated Family Medical - October 27, 2014 – Dec. 1, 2014
Classified Employees
Employee D18- Designated Family Medical – Dec. 1, 2014 – Dec.14, 2014
Employee D19- Designated Family Medical - October 30, 2014 – Jan. 4, 2015
Employee D20- Designated Family Medical - Nov. 20, 2014 – Dec. 7, 2014
- E. Retirement of the individual listed per the effective date:
 Vickie Hallock – Supervisor of Elementary Education – effective June 30, 2015
 Georgia Graver – Library Aide at Pequea – effective January 19, 2015
 Vickie Herr – Food Service at Pequea – effective December 23, 2014
- F. Resignation of the individual listed per the effective date:
 Marianne Charles – Healthroom Tech at HS – effective December 19, 2014
- G. Mentors for the 2014-2015 school year as listed:
- | | |
|--|----------|
| Heather Paquette for Jennifer Forney – Health/PE | \$450.00 |
| Jason Binkley for Joseph Krodel – Health/PE | \$450.00 |
| Streeter Stuart for Matthew Rayha – Social Studies | \$450.00 |

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: 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 Paitsel, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

Item 5. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Approval of proposal by Rettew Engineering to conduct a Limited Phase II Environmental Assessment and Limited Groundwater Characterization. (Enclosure)
- B. Extension of Due Diligence Period until March 16, 2015 from February 2, 2015 as originally stipulated in the Agreement for the Sale of Commercial Real Estate for 2121 Temple Avenue, Lancaster to Signature Senior Living, LLC

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A-B: 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, yes; Johnna Friedman, yes; 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 8:05 p.m. on a motion by Mr. Fullerton and second by Ms. Wert and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary