

MINUTES
Committee of the Whole
January 6, 2014

The Penn Manor School Board met in a Workshop beginning at 5:30 on Building Surveys.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the superintendent's evaluation, 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 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 Lechliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Also in attendance for the meeting: Mr. John Matusek, Mrs. Carolyn Finegan, Mrs. Judy Duke, Mrs. Lisa Farbaugh, Mr. Josiah Shelly, Mr. Lou Frola, Mrs. Angie Aslanidis, Mrs. Elaine Jones, 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 21, 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 December 3, 2013 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. Mr. Frola, Mrs. Farbaugh and Mr. Shelly spoke individually on the topic of the proposed redistricting for the 2014-2015 school year.

Mr. Long reviewed the upcoming Board development opportunities. Ms. Wert informed the board that the Lancaster County Academy currently has 9 students for the June graduation. Mr. Straub reported that the LCCTC has completed their budget.

Dr. Lechliter reviewed the administration's plan for redistricting proposed to take effect for the 2014-2015 school year. Approval for placement of this item on the January 4, 2014, board agenda was approved on a motion by Dr. Frerichs 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Long reviewed the list of committee assignments for the 2014 calendar year including both board and president appointed positions. Approval for placement of this item on the January 4, 2014, 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented the Resolution Not to Exceed Index. 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. Approval for placement of this item on the January 21, 2014, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Paitsel. 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. Johnston reviewed the Verizon cell tower agreement. This agreement will allow Verizon to erect a cell tower at our high school football field by replacing an existing light pole with the cell tower. Stadium lights would then be reattached to the cell tower to be used for evening events. The initial term of five years could be followed by five additional five year extensions for the potential of a 30 year lease. Estimated revenues could exceed \$700,000 over the life of the lease. The agreement has been reviewed by the district solicitor. Approval for placement of this item on the January 21, 2014, 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.

The Committee of the Whole adjourned at 8:02 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, Board Secretary

MINUTES
Penn Manor Board of School Directors
January 6, 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 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 Tuesday, January 21, 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. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mr. Carlton Rintz was absent. 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. John Matusek, Mrs. Lisa Farbaugh, Mr. Josiah Shelly, Mr. Lou Frola, Mrs. Angie Aslanidis, Mrs. Elaine Jones, 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 3, 2013 meeting. Hearing none, on a motion by Mr. Straub, a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He complimented the music department on the successful holiday concerts.

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

General Fund	\$	3,300,181.11
Cafeteria Fund	\$	160,718.57
Capital Reserve Fund	\$	26,860.51
Technology Capital Reserve	\$	2,600.00
2012 Construction Fund	\$	2,312,571.85
Student Activity Fund	\$	28,250.93

The following roll call vote was taken on this motion: Richard L. Frerichs, yes – abstained from check #18892; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, absent; Kirk Schlotzhauer, yes – abstained from check #18717; Christopher Straub, yes; and Donna J. Wert, yes – abstained from check #18641.

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. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and David Paitzel 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. Redistricting Plan – proposed for the 2014-2015 school year

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A-D: It was moved by Mrs. Friedman 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, 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 with JAMF Software (Minneapolis, MN) in the amount of \$19,180 for a one-year period effective January 9, 2014.

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 1370 staff and student Macs are covered under this agreement.

- B. Student Activity Fund - Formation of the Aevidum Club at the High School.

Explanation: The high school principal is recommending approval of the creation of the Aevidum Club at the high school. Board approval is needed for the club to raise funds, make deposits and expend funds through the Student Activity Fund. Kim Marsh and Maria Vita are volunteering their time as co-advisors.

- C. Approval of Auditing Services – The administrative staff is recommending approval of Brown Schultz Sheridan & Fritz for district auditing services for the years and prices as stated below:

2013-2014 audit \$32,000
 2014-2015 audit \$32,000
 2015-2016 audit annual increase capped at Act 1 base index
 2016-2017 audit annual increase capped at Act 1 base index
 2017-2018 audit annual increase capped at Act 1 base index

Explanation: This five year extension holds the first two year costs at current levels. The remaining years will be determined using the Act 1 base index.

- D. Ratification of an agreement with First State Sheet Mechanical to close out the mechanical contract for the Central Manor Elementary School project (enclosure).
- E. Hambright Elementary School Project Change Order as cited (see page 5).
Change Order 9 - \$2,200.00 MCA - For 11 cubic yards of rock removal at the contractual unit price.

Explanation: General construction change orders occur as part of the Hambright construction process. The change to remove rock was required as part of the site work for the north porous parking lot.

- F. Hambright Elementary School Project Change Order as cited (see page 6).
Change Order 1 - (\$12,621.00) Frey Lutz - Deduction to change the duct liner from 3 lbs. to 1.5 lbs.

Explanation: HVAC construction change orders occur as part of the Hambright construction process. The credit listed resulted from a value engineering change related to the density specification for the duct liner.

- G. Supplemental contract for IU psychologist as part of Autism Solutions program.
\$125 per hour for up to 25 hours as per student IEP.
- H. Penn Manor Education Foundation Venture Grants (see pages 7-10).
- I. Judicial Review Committee Actions as cited (enclosure).
- J. Ratification of the Early Retirement Memorandum of Understanding with the Penn Manor Education Association (enclosure).

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3 A-J: 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.

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 page 11).
- B. Approval of Head Coach
Carli Brill – Head Girls' Soccer Coach

- C. Approval of Volunteer Coach
Sam Cornell – Volunteer Boys Basketball Coach

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

Professional Employees

Employee C17 - Designated Family Medical – Nov. 15, 2013 – Dec. 15, 2013

Employee C18 – Child Rearing – Feb. 25, 2014 – end of 2013-2014 School Year

Classified Employee

Employee C19 – Designated Family Medical – Nov. 4, 2013 – Dec. 8, 2013

- E. Uncompensated Leave of the individual listed below for the effective dates cited:

Nam Hoang, Custodian, effective January 30, 2014 through February 23, 2014.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-E: It was moved by Dr. Frerichs 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 5. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. New Employee of the individual listed per the effective date for the 2013-2014 school year.

Presto, Morgan E. – elementary professional employee, full-time, long-term substitute, effective January 7, 2014, B.S. Degree, no experience, Step 1, \$40,987 + \$600 stipend = \$41,587 [\$22,444.08 prorated 101 days plus 1 in-service day], pending receipt of required documents. Assignment: Learning Support Teacher/Hambright Elementary School

Mrs. Presto graduated with a B.S. in elementary education and special education from Millersville University in December 2010. Morgan also holds a Mid-level Mathematics 7-9 certificate. She is currently working towards her Masters' Degree in special education with assistive technology at West Chester University. Morgan recently completed a long-term substitute assignment as a middle school learning support teacher at the Cocalico School District. Morgan and her husband, Jason, reside in West Grove. When not working, Morgan enjoys spending time off-road racing with her husband and hanging out with her dog, Penelope.

- B. Mentors for the 2013-2014 school year as listed:

Nancy Kaufhold for Morgan Presto

\$300

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A-B: 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, 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 6. **Consent Agenda for Administrative Action – The administrative staff is recommending approval of the following:** (ROLL CALL)

- A. School Counseling Affiliation Agreement with Messiah College (see enclosure).
- B. Special Education Contract – Lampeter-Strasburg – to provide special education programs and services for an emotional support student at a tuition rate of \$19,000 for the 2013-14 school year plus additional speech and language services at an hourly rate of \$58 per hour as required.

Explanation: As Penn Manor sometimes educates students from neighboring districts in our special needs classrooms, an appropriate special needs classroom in Lampeter-Strasburg is available for one of our students.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 6 A-B: It was moved by Dr. Frerichs 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:16 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