

MINUTES
Committee of the Whole
July 15, 2013

The Penn Manor School Board met in an Executive Session at 5:00 p.m. for the discussion of negotiations, student matters, and personnel 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: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Dr. Jon Ichter, Mr. David Paitsel, Mrs. Amy Wall, Mrs. Melissa Ostrowski, Mrs. Elaine Jones, Mrs. Tere Villbrandt, Dr. Perry Hazeltine, 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, August 5, 2013, 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 June 17, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Rintz reviewed the upcoming Board development opportunities.

The Board recognized Dr. Jon Ichter, School Physician, for his twenty-five years of service to the Penn Manor School District. A Board resolution was read by Mr. Rintz commending him for his years of service. Mr. Hoke presented the resolution to Dr. Ichter.

Mrs. Tere Villbrandt and Dr. Perry Hazeltine from the Samaritan Counseling Center provided an overview of the suicide prevention program they are proposing for the 2013-2014 school year to be included in the ninth grade health classes.

Mr. Long proposed providing notice to renew Dr. Leichliter's employment contract so that he can renew his state commission. Dr. Leichliter began his contracted fifth and final year as superintendent on July 1, 2013. Approval for placement of this item on the 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; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston presented a change order for the Comet Field Roadway improvements to connect the walkway to the neighboring church property. Approval for placement of this item on the

board agenda was approved on a motion by Mr. Straub and seconded by Dr. Frerichs The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:54 p.m. on a motion by Mr. Straub, a second by Ms. Wert, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
July 15, 2013

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 7:55 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 5, 2013, 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, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Kirk Schlotzhauer was absent. Present from the administrative staff were Dr. Michael Lechliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Amy Wall, Mr. David Paitsel, Mrs. Elaine Jones, 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 June 17, 2013 or the June 6, 2013 Board Retreat Minutes. Hearing none, on a motion by Mrs. Friedman, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechliter provided the Superintendent's report.

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

General Fund	\$ 10,815,196.88
Cafeteria Fund	\$ 138,724.04
Capital Reserve Fund	\$ 77,470.49
2012 Construction Fund	\$ 338,226.68
Student Activity Fund	\$ 32,965.30

The following roll call vote was taken on this motion: Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. 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. Re-Election of Dr. Michael G. Leichliter – The Board of Directors is recommending the re-election of Dr. Michael G. Leichliter as Superintendent of the Penn Manor School District effective July 1, 2014 for a five (5) year term.
- B. Comet Field Roadway Improvements Change Order - to provide 6' & 8' wide asphalt walking paths connecting phase 2 to the existing path on the neighboring property along Barbara Street with York Excavating Co, LLC for \$29,121.00.

Explanation: As per the sales agreement for the Millersville Commons project, Penn Manor is required to install the walking path from the new intersection of Wabank Road and Route 741 to the church property next to Comet Field. As phase 2 of the Comet Field Roadway Improvement project was still active, this additional work can be performed as a change order.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A-B: It was moved by Dr. Frerichs and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Budget Transfers listed on Penn Manor's web page (<http://www.pennmanor.net/tr/>).
- B. Tax Exonerations as cited (see page 5).
- C. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2013 to June 30, 2014.

Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.

- D. Food Service Agreement with IU 13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2013. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.

- E. Food Service Agreement with LCCTC between the Penn Manor School District and the Lancaster County Career and Technology Center for the fiscal year beginning July 1,

2013. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the LCCTC.

- F. Disposal of Assets of the technology equipment listed (see pages 6-7).

Explanation: The Information Technology Department is recommending disposal of the non-functioning and obsolete technology items on the attached list. There is no resale value for the items. Egreenrecycling will remove and recycle the items at no charge to the district.

- G. Western PA School for the Deaf Transportation Contract for services to transport students to the Western PA School for the Deaf for 2013-2014. Annual cost is \$5,000 per child.

Explanation: Students receiving instruction at the Western PA School for the Deaf require transportation to the school's location in Pittsburgh. Students are transported by the IU13 to a WPSD location in Camp Hill. This contract is to get the students from Camp Hill to Pittsburgh and back. Transportation from the student's home to Camp Hill and back is billed through the IU13 transportation program.

- H. Student Assistance Program Contract with Pennsylvania Counseling Services for the 2013-2014 school year (see enclosure).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – H:

It was moved by Mrs. Friedman and seconded by Mrs. Green to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

Item 4. Consent Agenda for Personnel Actions – 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 8-10).

- B. Saturday School and/or after School Detention for the 2013-2014 school year

Erick Dutchess	Jen Kroesen
Brian Osmolinski	Britney Clugston
Doug Kramer	Dave Ohl
Matt Fox	Heather Paquette
Jim McGlynn	Kathy Kirk
Tresa Kirk	Jeremy Nesmith

C. Recommendation of Head Coaches for the Spring Semester of the 2013-2014 school year.

Boys' Tennis	-	Vickie Miller
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Jim Zander
Track & Field	-	TBD
Boys' Lacrosse	-	Ken Snyder
Girls' Lacrosse	-	Jenn Forney

D. 2013-2014 Fall Coaching Positions as listed (see page 11).

Explanation: The attachment shows the coaches and positions by sport for the 2013-2014 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.

E. 2013-2014 Athletic Workers as listed (see page 12).

F. Leaves to the individuals according to the terms listed:

Professional Employee:

B75 – Family Medical – October 9, 2013-December 31, 2013

B76 - Family Medical - January 2, 2014 – March 26, 2014

B77 - Family Medical - August 19, 2013 – September 22, 2013

Classified Employee:

B78 - Designated Family Medical - May 15, 2013 – June 19, 2013

B79 – Designated Family Medical – May 3-24, 2013 (full days)

May 28, 2013 – June 26, 2013 (half days)

B80 - Designated Family Medical - May 10, 2013 – June 6, 2013

G. Retirement of the individual listed per the effective date:

Mary Ann Landi, Manor MS ERA-LST, effective June 8, 2013

H. Resignation of the individual listed per the effective date:

Katherine Watkins, 6th grade at Central Manor, effective Aug. 18, 2013

Traci Frantz, Secretary at Martic Elementary, effective August 26, 2013

Robin Cummins, ERA-Academic Support, effective May 31, 2013

Katelin Miller, ERA-Academic Support, effective June 7, 2013

Janice Bofinger, ERA-LST, effective June 7, 2013

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A,C,F,G,H: It was moved by Mrs. Green and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 B,E: It was moved by Mr. Straub and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 D: It was moved by Mr. Straub and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, abstained; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

Item 5. Consent Agenda for Personnel – (ROLL CALL)

- A. Employment and Change in Status of the individuals listed per the effective date for the 2013-2014 school years (see attached).

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 5A: It was moved by Ms. Wert and seconded by Mrs. Green to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, abstained; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:12 p.m. on a motion by Mrs. Friedman and seconded by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary