

**Minutes
Committee of the Whole
July 16, 2012**

The Penn Manor School Board met in an Executive Session at 5:15 p.m. for the discussion of the Superintendent's evaluations, legal, and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Library at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Mrs. Green, Mr. Frank Hoke, and Ms. Wert were absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Amy Wall, student Cole LeFever and Mrs. LeFever, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, August 6, 2012, at 7:00 in the Board Room of the Manor Middle School.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the June 18, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Rintz a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Dr. Frerichs asked if there were any Citizen's Comments. Cole LeFever announced that he was attending the board meeting for his Eagle Scout award.

Mrs. Friedman reviewed the upcoming Board development opportunities.

Mr. Long explained the process for choosing the architect for the school district. He said the committee is unanimously recommending Crabtree Rohrbach & Associates Architects for board approval. This item will be on an addendum for the voting meeting.

Mr. Straub reported on the CTC meeting he attended.

In Ms. Wert's absence, Dr. Leichliter explained that the Lancaster County Academy Articles of Agreement will be on the August 6 agendas for discussion and voting.

Dr. Shaffer and Mrs. Hallock provided an overview of the Common Core along with an update on Penn Manor initiatives related to Common Core.

Dr. Leichliter presented a petition for rezoning a small piece of property associated with Millersville Commons to a residential designation. This rezoning is at the request of Lancaster Township. All costs will be covered by the developer and submission is pending final review of the developer's attorney. Penn Manor is a joinder on the request. Approval for placement of

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

Dr. Leichliter updated the board on the status of the current agreement of sale with Backford Development.

Dr. Leichliter updated the board on the potential for acquiring the university land that is currently under lease behind the high school math/science wing for the district land behind Pucillo Gym. The board members gave verbal consent for Dr. Leichliter to proceed with securing an appraisal for both properties.

Mr. Johnston reported on the results from the first year of the Demand Response program.

The Committee of the Whole adjourned at 7:55 p.m. on a motion by Mr. Long, a second by Mr. Rintz, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
July 16, 2012

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Library at Manor Middle School. The meeting was called to order by Board President, Dr. Richard Frerichs at 7:56 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, August 6, 2012, following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Mrs. Amber Green, Mr. Frank Hoke, and Ms. Donna Wert were absent. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Amy Wall, student Cole LeFever and Mrs. LeFever, Lancaster Newspaper reporter Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the June 18, 2012. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter gave the Superintendent report. He reported that Penn Manor honorary diplomas were presented by Mr. Schlotzhauer to two veterans unable to attend the 2012 commencement.

Mr. Johnston provided the Treasurer's report for June 2012. He presented for payment the June 2012 bills. It was moved by Mr. Schlotzhauer and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$ 10,484,854.22
Cafeteria Fund	\$ 151,513.91
Capital Reserve Fund	\$ 11,604.77
2010 Construction Fund	\$ 63,662.59
Student Activity Fund	\$ 39,522.75
Payroll 6/6/2012	\$ 853,572.13
Payroll 5/23/12	\$ 930,214.59

The following roll call vote was taken on this motion: Richard L. Frerichs yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, absent.

Item 1. The School Board Meeting Agenda was reviewed.

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

- A. Petition to request rezoning of the land related to Millersville Commons.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A: 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 L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, absent.

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. School District Physician – Dr. John Ichter as the School District’s Physician for the 2012-2013 school year at the rate of \$4,000.

Explanation: Dr. Ichter has agreed to continue his service. There will be no rate increase again this year.

- C. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2012 to June 30, 2013.

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, 2012. 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, 2012. 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. Acceptance of Gift from The Ressler Mill Foundation for 425 copies of dictionaries to be used for 3rd grade classrooms.

- G. K12 Systems Software License Agreement between Penn Manor School District and K12 Systems, Inc. Allentown PA., effective July 1, 2012 to June 30, 2016.

Explanation: K12 Systems supplies the comprehensive Sapphire Software Suite for the district student information system, teacher grade book, parent web portal, health module, special education IEP writer and PIMS reporting software. Sapphire has been in use since 2006.

- H. Disposal of Assets of the technology equipment listed (see pages 6 – 10).

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. Ezpreycling will remove and recycle the items as no charge to the district.

- I. Dual Enrollment with Seton Hill University for the 2012-2013 school year.

- J. Western PA School for the Deaf Transportation Contract for services to transport students to the Western PA School for the Deaf for 2012-2013. 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.

- K. Acceptance of Donation of 28 volume Civil War set from Wardell Jackson valued at \$120.00 to be used as a resource supplement to the U. S. History curriculum.

- L. Field Conditioning Services from Turf, Track & Court, LLC for inspection and conditioning services to the synthetic turf fields per the attached proposal. (see attached)

Explanation: TTC will provide the manpower and equipment to clean and condition the field including: remove surface litter and the top layer of infill, filter out the debris redistribute the infill evenly over the surface. This process will also help relieve compaction and assist in keeping the field's fibers vertical.

- M. Engineering Services for Manor Middle School Paging System Replacement Project from Moore Engineering Services in the amount of \$7,700. Payment to be made from the Capital Reserve Fund.

Explanation: Moore Engineering will provide Electrical Contract Documents, bid coordination and construction phase services for the replacement paging system at Manor Middle School.

- N. Engineering Services for Pequea Elementary School Paging System Replacement Project from Moore Engineering Services in the amount of \$7,500. Payment to be made from the Capital Reserve Fund.

Explanation: Moore Engineering will provide Electrical Contract Documents, bid coordination and construction phase services for the replacement paging system at Pequea Elementary School.

- O. UGI Agreement for special pricing at the high school and high school east wing due to the interruptible service option. The agreement is effective July 1, 2012, through June 30, 2014, at a rate of \$3.25/Mcf in the first year and \$3.95/Mcf in the second year of the agreement.

Explanation: The facilities mentioned above receive preferred pricing for natural gas due to the interruptible rate option. If temperatures fall below a certain level the district is required to switch to heating oil for building heat. The two year agreement was negotiated through an IU consortium. While the amount is an increase over the outgoing rate that was negotiated in 2006, it is well below the initial projection of \$4.25/Mcf saving the district an estimated \$11, 510.

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

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

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 2012-2013 school year (see pages 11 – 12).

- B. Saturday School and/or after School Detention for the 2012-2013 school year

Erick Dutchess	Jim McGlynn
Matt Fox	Paul Milot
Kathy Kirk	Jeremy Nesmith
Tresa Kirk	Brian Osmolinski
Doug Kramer	Heather Paquette
Jen Kroesen	Maryann Saylor

- C. Head Coaches for the 2012-2013 School Year.

Boys' Tennis	-	Jon Boxleitner
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Jim Zander
Track & Field	-	Art Morris
Boys' Lacrosse	-	Ken Snyder
Girls' Lacrosse	-	TBD

- D. 2012-2013 Fall Coaching Positions as listed (see page 13).

Explanation: The attachment shows the coaches and positions by sport for the 2012-2013 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.

- E. 2012-2013 Athletic Workers as listed (see page 14).

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

Professional Employee:

B10 – Family Medical -- August 10 - November 11, 2012

B11 – Child Rearing -- August 15, 2012 - end of 2012-2013 First Semester

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

Drema Huber, High School ERA – LST, effective June 6, 2012

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

Kathy Zaepfel, Elementary Cafeteria Aide, ERA LST, effective June 6, 2012

- I. Approval of employment contracts for Mr. Christopher L. Johnston and Dr. Cheryl A. Shaffer for the period of July 1, 2012 to June 30, 2017 (available upon request).

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

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

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 E: 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 L. Frerichs, abstained; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; J. Kenneth Long, abstained; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

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

- A. Tuition Student for the 2012-2013 school year.
Rachel Stratchko

- B. Architectural Services of Crabtree, Rohrbaugh and Associates to provide architectural services to the district with subsequent contracts to be developed based upon the firm's

proposal submitted during the RFP process.

- C. General Contractor – awarding of Bid Approval and Notice to Proceed for High School Central Complex Bathroom Renovation General Contractor to East Coast Contracting in the amount of \$69,300 as per the attached bid tabulation (see attached). Payment to be made from the Capital Reserve Fund.
- D. Plumbing Contractor – awarding of Bid Approval and Notice to Proceed for High School Central Complex Bathroom Renovation Plumbing Contractor to TMI Commercial, Inc. in the amount of \$24,970 as per the attached bid tabulation (see attached). Payment to be made from the Capital Reserve Fund.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 5 A – D: It was moved by Mrs. Friedman and seconded by Mr. Straub to approve these items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, absent.

The meeting adjourned at 8:05 p.m. on a motion by Mrs. Friedman and seconded by Mr. Long and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary