

**Minutes
Committee of the Whole
July 20, 2015**

The Penn Manor School Board met in an Executive Session at 6:15 p.m. for the discussion of superintendent evaluation, personnel and student 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, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Mr. Christopher Johnston, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Debbie Lugar, Mr. Andre Martin, Mr. Dan Cicala, Ms. Dana Wile, Mr. Brian Wallace, Ms. Colleen Dorsey, 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, August 3, 2015, 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 15, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and 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. There were none.

The upcoming Board development opportunities were reviewed.

Mrs. Lugar updated the board on Open Campus related items from the 2014-2015 school year and reviewed plans for the 2015-2016 school year.

Mr. Reisinger updated the board on the Penn Manor High School 1:1 Student Laptop Program documentary film created by Red Hat.

Dr. Leichliter, Dr. Egan and Mr. Johnston provide an update to the board on summer construction projects including planning for Conestoga Elementary, progress at Pequea Elementary, and other capital projects.

Dr. Leichliter and Mr. Johnston reviewed the current status of the state budget process and implications for the Penn Manor budget.

The Committee of the Whole adjourned at 8:09 p.m. on a motion by Mr. Fullerton, a second by Mrs. Friedman, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
July 20, 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 8:10 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, August 3, 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. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Lechliter, Dr. Jerry Egan, Mr. Christopher Johnston, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Debbie Lugar, Mr. Andre Martin, Mr. Dan Cicala, Ms. Dana Wile, Mr. Brian Wallace, Ms. Colleen Dorsey, 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 June 15, 2015 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Dr. Frerichs, 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 2015. He presented for payment the June 2015 bills. It was moved by Mr. Straub, and seconded by Mr. Fullerton to approve to authorize payment of bills:

General Fund	\$ 9,858,431.09
Cafeteria Fund	\$ 165,412.77
Capital Reserve Fund	\$ 652,845.38
2012 Construction Fund	\$ 196,432.78
Student Activity Fund	\$ 45,772.95

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes – abstained from check #25,068; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

The School Board Meeting Agenda was reviewed.

Item 1. **Consent Agenda for Administrative Actions** – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Western PA School for the Deaf Transportation Contract for services to transport students to the Western PA School for the Deaf for 2015-2016. Annual cost is \$5,500 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.

- B. CAFCO Bids Vendors for 2015-2016
- | | |
|----------|---------------|
| Feeser's | \$ 181,913.31 |
| US Foods | \$ 410,588.42 |

Explanation: CAFCO is the annual IU13 food services bid.

- C. Manor MS Paving & Tennis Court Repairs Change Orders as cited (pages 6-11)

Change Order 1	increase of \$2,645.00
Change Order 2	increase of \$7,250.00
Change Order 3	increase of \$2,560.00

Explanation: Change orders occur as part of the construction process. The changes listed will increase the contract amount by \$12,455.

- D. Disposal of Maintenance Equipment

2003 FORD F-250 PICKUP TRUCK –VIN # 32090
 2001 CHEVROLET EXPRESS PASSENGER VAN-VIN# 67535
 2001 CHEVROLET EXPRESS 3500 BOX TRUCK- VIN# 01195

Explanation: The administration recommends disposal of equipment formerly used by the Maintenance Department. Sealed bids will be accepted.

- E. Agreement for Testing & Inspections to be performed by Quality Assurance Plus as part of the Pequea Elementary Renovation Project as cited. (pages 12-21)

Explanation: As in previous projects, Quality Assurance Plus will be conducting the testing, inspecting and monitoring various aspects of the renovation project.

- F. PlanCon F for the Pequea Renovation Project.

Explanation: PlanCon F for the Pequea project has been reviewed and approved by PDE. As per instructions, approval is to be entered into the minutes of the school board meeting.

- G. Acceptance of Donation to the Athletic Department

Explanation: Monetary donations totaling \$280 were received by the Penn Manor Athletic Department in memory of Gladys Charles. Funds will be used for the purchase of weight room equipment at Penn Manor High School.

- H. Infrared Roof Analysis to be performed by Weatherproofing Technologies, Inc (WTI) as cited. (pages 22-24)

Explanation: WTI will conduct an infrared roof scan analysis at Pequea, Conestoga and Eshleman Elementary Schools and will provide a written report with findings and restoration/replacement recommendations and budgets.

- I. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle and Manor Middle from 7/1/2015 through 6/30/2016 as cited. (see pages 25-26)

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

- J. Rettew Engineering Change Order as cited (see pages 27-28)

Change Order 1 increase of \$14,600.00

Explanation: Additional services are required for the removal of the underground storage tanks at the Temple Avenue location. The changes listed will increase the contract amount by \$14,600.

- K. Consulting Agreement with David Davare to perform compensation analysis.

Explanation: To conduct an analysis of the salary matrix for professional staff at \$100 per hour.

- L. Approval for the Richard L. Hibshman Driving School to administer behind the wheel driver training instruction to students in the Penn Manor School District.

Explanation: The Pennsylvania Department of Transportation requires that private Driving schools have an agreement with local school districts in order to operate. There is no cost to the district for this program. Penn Manor provides the classroom portion for driver safety education in the 10th grade physical education classroom. Parents who wish to complete the driver education program with behind the wheel instruction must seek out and pay a private driving school for this portion of the driver certification program.

- M. Hambright Elementary School Project Change Orders as cited (pages 29-31)

Change Order 6 – deduct	\$2,273.73	Hirneisen Electric, Inc
Change Order 7 – deduct	\$3,000.00	Hirneisen Electric, Inc
Change Order 8 – add	\$4,106.39	Hirneisen Electric, Inc

Explanation: Electrical construction change orders occur as part of the Hambright construction process. The changes listed will have a net reduction of \$1,167.34 to the Electrical Construction contract.

- N. Sale and Disposal of Kitchen Equipment from Temple Avenue Property to Alberto Flores.

Explanation: Removal of additional old kitchen equipment and fixtures for \$1,000. Mr. Flores will cover the cost of electrical and plumbing contractors associated with the disposal of the equipment.

- O. Environmental Testing for Conestoga Elementary School as cited. (pages 32-34)

Explanation: EHC Associates to provide short term testing as per the attached proposal.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 1A-O: It was moved by Mr. Paitsel and seconded by Dr. Frerichs 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, absent.

Item 2. 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 2015-2016 school year (pages 35-36)
- B. Curriculum Writing – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate to perform secondary curriculum writing:

English - Angela Galgon, Jaime Gehres, Erica Kopp, Elizabeth Muehlbach, Colleen Sohl, Chris Telesco, Lisa Angelucci, Sara Evans-Bodde
Middle School Math - Daryn Vinson, Patricia Paparo, Maricia Kligge, Catherine Zalit
Elementary School Math - Danielle Gwyn, Lisa Suydam, Jenna Moyer, Tanya Johnston, Beth Mitchell, Richard Bodde
Social Studies - Rich Brenton
Science - Tonya Beck, Erick Dutchess, Matthew Fox, Tresa Kirk, Kyle Bulicz, Katie Beaver, Joshua Bressler
Technology Education - Molly Miller, John Brubaker, Barry Groff

- C. Saturday School and/or after School Detention for the 2015-2016 school year

Michelle Dowd	Jim McGlynn
Erick Dutchess	Jeremy Nesmith
Matt Fox	Dave Ohl
Doug Kramer	Brian Osmolinski
Jen Kroesen	Heather Paquette

D. 2015-16 Athletic Workers as listed (see page 37)

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

Professional Employee:

Employee E1 - Family Medical - October 26, 2015 – January 17, 2016

Classified Employees:

Employee E51 – Designated Family Medical – April 13, 2015 – June 22, 2015

Employee D52 - Designated Family Medical - May 19, 2015 – June 1, 2015

F. Mentors for the 2015-2016 school year as listed (see page 38).

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.

G. Board Secretary Services – The administrative staff is recommending approval for Cindy Rhoades to receive \$3,110 for her services as Board Secretary for the 2015-2016 school year.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 2A-G: It was moved by Mr. Fullerton 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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

A. Agreement for the Sale of Commercial Real Estate and Addendum between Signature Senior Living Lancaster, LLC and Penn Manor School District.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A: It was moved by Mr. Straub and seconded by Dr. Frerichs 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, absent.

The meeting adjourned at 8:19 p.m. on a motion by Mr. Paitsel and second by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary