

**Minutes
Committee of the Whole
June 1, 2015**

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of superintendent evaluation, personnel and 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. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider, Mrs. Vickie Hallock, Mr. Charlie Reisinger, and Dr. Jerry Egan. Also in attendance for the meeting: Dr. Phil Gale, Mr. John Matussek, Mrs. Connie Jackson, Mr. Dell Jackson, Mr. Larry Levato, Mrs. Carly McPherson, Mrs. Kim Marsh and her family, Ms. Kathy Grenier, Mr. Ray Umbarger, 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, June 15, 2015, at 7:00 in the Board Room of the Manor Middle School.

Letort Elementary School sixth grade students, Morgan Cooper, Tyler Ditzler, and Dane Shaut, led the flag salute.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the May 18, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub 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. Mr. Straub gave a report on the recent CTC meeting.

Dr. Leichter introduced Mrs. Kim Marsh, the new Penn Manor High School assistant principal. Mrs. Marsh has served the district as a learning support teacher and a high school guidance counselor. Mrs. Marsh's husband, Steve, and children, Chase and Landon, were introduced to the board.

Ms. Grenier gave an update on district curriculum planning as it relates to Math.

Mr. Levato of Crabtree Rohrbaugh reviewed the high school master plan presentation presented at the May 18 workshop. PlanCon A will be filed using Option 3, which can be modified, in order to notify the Department of Education that the district is considering a renovation. Approval for placement of this item on the June 15, 2015, board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Fullerton. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Levato reviewed the details regarding the opening of bids on May 27, 2015 for the Pequea Elementary project. Approval for placement of this item on the June 1, 2015, board agenda was approved on a motion by Mr. Schlotzhauer 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mrs. Hallock and Dr. Shaffer presented an overview of the end-of-year professional development as well as plans for the Monday, August 24, 2015 district opening day.

Dr. Leichliter shared highlights of the recent surveys regarding education in Penn Manor. The district received over 3000 responses from students, parents, community members, faculty, staff and administration.

Mr. Reisinger presented an agreement with Anchor Hosting to provide cloud-based infrastructure in support of the district websites at a cost of \$2400 per year, with a one-time setup fee of \$500. Approval for placement of this item on the June 1, 2015, board agenda was approved on a motion by Mrs. Friedman 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston provided updates on recent developments for the final budget scheduled for adoption on June 15, 2015.

The Committee of the Whole adjourned at 8:50 p.m. on a motion by Mr. Schlotzhauer, a second by Mr. Fullerton, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 1, 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 8:50 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 15, 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, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Dr. Theresa Kreider, Mrs. Vickie Hallock, Mr. Charlie Reisinger, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Connie Jackson, Mr. John Matusek, Mr. Ray Umbarger, 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 May 18, 2015 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

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. Web Hosting Agreement (see pages 4-6)

Explanation: Mr. Reisinger will present an agreement with Anchor Hosting to provide cloud-based infrastructure in support of district websites at a cost of \$2400 per year, with a one-time setup fee of \$500.

B. Pequea Elementary School Project – Notice of Intent to Award Bids – The administrative staff is recommending issuing the notice of intent to award bids to the contractors listed below for the amounts stated for the Pequea Elementary School new construction/renovation project (PDE project number 3810). Payment to be made from the 2015 Construction Fund. (See attached bid tabulation – pages 7-11)

General Construction - Lobar

HVAC – Frey Lutz
 Electrical – McCarty & Son
 Plumbing – Jay R. Reynolds
 Technology - Lobar

- C. Pequea Elementary School Project – PlanCon Part F, Attachment C – The administrative staff is recommending approval of the attached PlanCon Part F, Attachment C, Post-Bid Opening Notification, for the Pequea Elementary School new construction/renovation project (PDE project number 3810). The administrative staff is further recommending submission of same to the Pennsylvania Department of Education. (see page 12)

Explanation: Following bid opening and the decision by the Board to award and/or reject bids but prior to the district entering into construction contracts, Attachment C, Post-Bid Opening Certification, with information on bids received, alternates accepted and other pertinent information, must be submitted before final processing of PlanCon Part F can take place. PlanCon Part F approval by PDE for a project will not be issued until this certification is received, all bidding has been completed and board decisions have been made.

MOTION ON COMMITTEE OF WHOLE ACTION CONSENT AGENDA ITEM 2A-C:

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, yes; 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. Judicial Review Committee Actions as cited (to be distributed)
- B. Ratification of IU Bid Awards as cited for 2015-2016 (see page 13)
 IU Custodial Supplies
 IU Cafeteria Paper and Small Wares
 IU Technology Education Supplies
- C. PlanCon Part E – Pequea Elementary School Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approval PlanCon Part E (Design Development) from the Pennsylvania Department of Education for Pequea Elementary School new construction/renovation project (PDE project number 3810) as per the attached. (see pages 14-15)
- D. Awarding of Bid Approval and Notice to Proceed for Pequea Asbestos Abatement to Bristol Environmental in the amount of \$37,000 as per the attached bid tabulation (see page 16). Payment to be made from the Capital Projects Fund.
- E. Clerk of the Works Stipend – Denny Coleman, Director of Buildings and Grounds to perform additional duties as Clerk of the Works for the Pequea Elementary School

Project for a base stipend of \$12,500. A bonus payment of \$2,500 will be made at the end of the construction project if the substantial completion project timeline is met.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E: 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, 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 17)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 18)
- C. Leaves to the individuals according to the terms listed:
 Classified:
 Employee D46 - Designated Family Medical - February 17, 2015 – May 11, 2015
 Employee D47 - Designated Family Medical - May 7, 2015 – June 4, 2015
- D. Acceptance of Eschbach Drivers and Substitutes listed for the 2015-2016 school term.
 Jenny Herman
 Lori Enders
- E. Employee Group Agreements (copies available upon request)
 Administrative Support Compensation Plan
- F. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2014-2015 school year.
 Jill Almoney Alison Witmer
 Beth Corl Maribeth Zurn
 Megan Miller
- G. Approval of Megan Quinn as Head Girls Basketball Coach for the 2015-16 school year

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mr. Fullerton 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, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:56 p.m. on a motion by Ms. Wert and second by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary