

**Minutes
Committee of the Whole
June 15, 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, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Matt Soto, Mr. Dave Stokes, Mr. Bill Kline, Pat and Laura Kline, Cassie Kline, Mike and Melissa Hooks, Brittany Hooks, Dr. Phil Gale, Mr. Ed Arnold, Mr. Mike Kirkham, Mr. Jeff Roth, John and Anna Brubaker, Mr. Rick LeBlanc, Ms. Megan Quinn, 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, July 20, 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 1, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Fullerton, 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.

The Board recognized Mrs. Vickie Hallock, Supervisor for Elementary Education, for her thirty years of service to the Penn Manor School District. A Board resolution was read by Dr. Frerichs commending her years of service. Mrs. Friedman presented the resolution and engraved bowl to Mrs. Hallock.

Dr. Leichter introduced Mr. Kirkham, Millersville Borough Council President, and Mr. Arnold, Millersville Borough Manager. They explained the LERTA (Local Economic Revitalization Tax Assistance) process and reviewed potential zoning changes proposed.

Mr. Jeff Roth introduced Megan Quinn, the new girls' basketball head coach and John Brubaker, the head football coach to the board.

Mr. Jeff Roth updated the board on the 2014-2015 performance for co-curricular athletic teams in relation to the Athletic Measures of Success. He introduced 2015 graduate Cassie Kline and her family to the board. Coach Soto shared his thoughts about the successful field hockey season and highlighted Cassie's contributions. Mr. Roth introduced rising sophomore Brittany

Hooks. Coach Stokes shared his thoughts about the successful softball season and highlighted Brittany's season.

Penn Manor High School was recognized by U.S. News & World Report with a silver award as one of the best high schools in the United States. The board presented Dr. Phil Gale, Penn Manor High School principal with a resolution recognizing the accomplishment.

Mr. LaBlanc of Crabtree Rohrbaugh presented the updated Facility Master Plan to the board, a requirement for the PlanCon A application for upcoming renovation work at the high school. Approval for placement of this item on the June 15, 2015, board agenda was approved on a motion by Mr. Paitsel 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented information to the board on the Act 1 Slots Distribution. Approval for placement of this item on the June 15, 2015, board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Friedman. 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 presented the proposed final budget to the board. Approval for placement of this item on the June 15, 2015, board agenda was approved on a motion by Ms. Wert 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. Johnston presented information on the Committed Fund Balance. Approval for placement of this item on the June 15, 2015, board agenda was approved on a motion by Mrs. Friedman 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.

The Committee of the Whole adjourned at 8:56 p.m. on a motion by Mr. Schlotzhauer, a second by Ms. Wert, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 15, 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 8:57 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 20, 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, and Dr. Jerry Egan. Also in attendance for the meeting: 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 1, 2015 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for May 2015. He presented for payment the May 2015 bills. It was moved by Mr. Fullerton, and seconded by Mr. Straub to approve to authorize payment of bills:

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|----------------------------|-----------------|
| General Fund | \$ 3,622,228.45 |
| Food Service Fund | \$ 140,932.68 |
| Capital Reserve Fund | \$ 28,418.65 |
| Technology Capital Reserve | \$ 367,000.00 |
| 2012 Construction Fund | \$ 9,626.20 |
| Student Activity Fund | \$ 43,196.25 |

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 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. Adoption of the 2015-2016 Final Budget – Items regarding the adoption of the 2015-2016 Penn Manor School District budget:
1. Adoption of the final budget for 2015-16 listing expenditures in the amount of \$74,913,566.
 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 6)
 4. Adoption of a resolution for approval of the 2015 Annual Tax Levy Resolution (see pages 7-8)
- B. Act 1 Slots Distribution – The 2015 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 9-10)
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2015 Fund Balance (see page 11)
- D. Revised District Master Facility Plan (see enclosure)

Explanation: The District Master Facility Plan has been revised to reflect recent projects and changes made since previously approved in 2010.

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

It was moved by Mrs. Friedman 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 Paitzel, 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. 2015-2016 School Breakfast and Lunch Prices as cited (see page 12)
- B. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2015-2016 school year and payment of membership dues in the amount of ~~\$12,545~~. Amended to read \$15,000.
- C. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2015 to June 30, 2016
- 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, 2015. 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, 2015. 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. Awarding of Bid Approval and Notice to Proceed for Pequea Elementary School Renovations as per the attached bid tabulations. Payment to be made from the 2015 Construction Fund. (see pages 13-17)

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|----------------------|----------------|-------------|
| General Construction | Lobar | \$6,198,800 |
| Electric | McCarty & Son | \$1,233,809 |
| Plumbing | Jay R Reynolds | \$ 654,700 |
| HVAC | Frey Lutz Corp | \$2,535,000 |
| Technology | Lobar | \$ 302,000 |

- G. Tax Exonerations (see page 18)

- H. PlanCon A for Conestoga Elementary School (see pages 19-34)

Explanation: PlanCon A will be presented for Board approval to allow filing before the PDE PlanCon moratorium deadline.

- I. PlanCon A for Penn Manor High School (see pages 35-51)

Explanation: PlanCon A will be presented for Board approval to allow filing before the PDE PlanCon moratorium deadline.

- J. Student Activity Fund Account - Grey Zone Club

Explanation: As requested by the high school principal, this organization would like to have an account approved in order for the students to do fundraisers to pay for appropriate student opportunities.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A,C-J and B, as amended: It was moved by Dr. Frerichs 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, 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 2015-2016 school year (see pages 52-53)
- B. Substitute Pay Rates for the 2015-16 school year:
- Support Staff Substitute Pay Rates – as noted below:
 Athletic Trainer - \$20.00 per hour
 Food Service Sub - \$9.00 per hour
 Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)
 Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)
 Food Service Banquet Hourly Rate Differential - \$2.50
 Custodial Sub -- \$9.00 per hour
 Clerical Sub - \$9.00 per hour
 Healthroom Tech Aide Sub - \$11.50 per hour
 Healthroom Tech Nurse Sub for RN - \$15.90 (elementary)
 Healthroom Tech Nurse Sub for RN - \$15.53 (secondary)
- Professional Staff Sub Rate - \$110.00/day
- C. Department Coordinator Stipend Calculation used to determine Department Coordinator stipends for the 2015-2016 school year (see page 54)
- D. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2015-2016 school year (see page 55)
- E. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2015-2016 school year (available upon request).
- F. Support Staff Salaries for the 2015-2016 school year (available upon request)
- G. Wellness Coordinator - Dawn Janssen to receive \$3,000 for her services as Wellness Coordinator for the 2015-2016 school year.
- H. Band Positions for the 2015-2016 school year (see page 56)
- I. Rates for Co-curricular Work for the 2015-2016 school year as cited (see page 57)
- J. Resignations of the individual listed per the effective date.
 Lisa Frazier, Pequea Elementary Teacher, effective 6/8/2015
 Nikole Seeger, PMHS Emotional Support Teacher, effective 8/24/2015
 Carol Farmer, Substitute Health Room Nurse, effective 6/5/15
 Amanda McComsey, Café Aide, effective 6/4/15

Laura Fidler, Food Service, effective 6/4/15

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

Professional:

Employee D48 – Designated Family Medical - May 11, 2015 – June 5, 2015

Employee D49 – Family Medical - August 26, 2015 – November 17, 2015

Employee D50 – Child Rearing - August 26, 2015 – end of Semester 1, 2015
2016

L. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2015-2016 school year.

Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.

M. Recommendation of Head Coaches for the Spring Semester of the 2015-2016 school year.

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| Boys' Tennis | - | Greg Hammond |
| Boys' Volleyball | - | Chris Telesco |
| Softball | - | Dave Stokes |
| Baseball | - | Jim Zander |
| Track & Field | - | Dan Myers |
| Boys' Lacrosse | - | Ken Snyder |
| Girls' Lacrosse | - | Jenn Forney |

N. Approval of Head Cheerleading Coach for 2015-2016 school year
Janna Ames

O. Uncompensated Leave of the individual listed below for the effective dates cited.
Jenny Nguyen, Custodian, Effective June 13, 2015 through August 16, 2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-O: It was moved by Ms. Wert 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, yes; 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. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see addendum page 2)

B. Resignations of the individual listed per the effective date.
Nicholas Crowther, Elementary Technology Ed. Teacher, effective 7/1/2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A-B: 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 Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

Item 6. 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)

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A: It was moved by Ms. Wert 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.

The meeting adjourned at 9:12 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