

MINUTES
Committee of the Whole
June 16, 2014

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for personnel and a student matter.

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. in the Library at Eshleman Elementary School. The meeting was called to order by Board President, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman, Mr. David Paitsel, and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Jeff Roth, Mrs. Amy Wall, Ms. Allison Fetter, Dr. Philip Gale, Miss Greta Lindsley and her family, Mrs. Elaine Jones, Lancaster Newspaper reporter, Mr. Brian Wallace, 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 14, 2014, at 7:00 PM at Eshleman Elementary School.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the June 2, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer 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. Long reviewed the upcoming Board development opportunities.

Mr. Jeff Roth introduced Allison Fetter, the new girls' tennis head coach. Ms. Fetter played tennis for Cocalico High School and West Chester University.

Mr. Jeff Roth updated the board on the 2013-2014 performance for co-curricular athletic teams in relation to the Athletic Measures of Success. He introduced Greta Lindsley and her family to the board. Greta is the most decorated distance runner in school history.

Dr. Gale updated the board on the High School Schedule Committee. The committee has been exploring alternative options for the high school master schedule. Work on a modified block schedule will continue into the 2014-2015 school year with planned implementation during the 2015-2016 school year.

Mr. Johnston presented information to the board on the Act 1 Slots Distribution. Approval for placement of this item on the June 16, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Ms. Wert. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, absent; Mr. Rintz, absent; 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 16, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, absent; Mr. Rintz, absent; 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 16, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, absent; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Long reviewed the recommendation from the June 10 Facilities Committee Meeting. The committee is recommending High Associates be the listing agent for Hambright Elementary, Temple Avenue. A motion was made by Mr. Fullerton and seconded by Mr. Straub to take the motion from the table (June 2, 2014 meeting). The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, absent; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes. Approval for placement of this item (real estate listing) on the June 16, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, absent; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:11 p.m. on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. L. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
June 16, 2014

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Library at Eshleman Elementary School. The meeting was called to order by Board President Mr. J. Kenneth Long at 8:12 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 14, 2014, following the Committee of the Whole Meeting at Eshleman Elementary School.

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman, Mr. David Paitsel and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Brian Wallace, Mrs. Elaine Jones, 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 2, 2014 meeting and the June 10, 2014 Work Session Minutes. Hearing none, on a motion by Mr. Fullerton, a second by Ms. Wert, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. Dr. Leichliter gave the board an update on the success of the FFA teams that recently competed at the State competition.

Mr. Johnston provided the Treasurer's report for May 2014. He presented for payment the May 2014 bills. It was moved by Mr. Fullerton and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$ 3,141,186.41
Cafeteria Fund	\$ 130,177.69
Capital Reserve Fund	\$ 430,599.20
2012 Construction Fund	\$ 1,669,343.64
Student Activity Fund	\$ 42,303.80

The following roll call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, absent; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes - abstained from check #20616.

Item 1. **The School Board Meeting Agenda was reviewed.**

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

- A. Adoption of the 2014-2015 Final Budget – Items regarding the adoption of the 2014-2015 Penn Manor School District budget:
1. Adoption of the final budget for 2014-15 listing expenditures in the amount of \$70,246,775
 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 2014 Annual Tax Levy Resolution (see pages 7-8)
- B. Act 1 Slots Distribution – The 2014 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, 2014 Fund Balance (see page 11)
- D. Real Estate List Agreement – Hambright Elementary on Temple Avenue (To be distributed)

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM

2A-D: 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 Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, absent; Carlton Rintz, absent; 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. Budget Transfers listed on Penn Manor’s web page -
<http://www.pennmanor.net/blog/category/tr/>
- B. 2014-2015 School Breakfast and Lunch Prices as cited (see page 12)
- C. Ratification of IU Bid Awards as cited for 2014-2015 (see page 13)
IU Cafeteria Paper & Small Wares
IU Technology Education Supplies
- D. New Story Tuition Agreement – 2014 Extended School Year

Explanation: To provide extended school year services for a student at \$160.00 per day
- E. Tuition Student for the 2014-2015 School Year
Yabo Cai
- F. Approval of the Comprehensive Plan Committee Members (to be distributed)
- G. Hambright Elementary School Project Change Orders as cited (see page 14-15)

Change order 13 – Add \$5,947.00 MCA
 Change order 14 – Add \$7,229.00 MCA

Explanation: General construction change orders occur as part of the Hambright construction process. The changes listed will have a net addition of \$13,176.00 to the General Construction contract.

- H. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2014 to June 30, 2015

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

- I. Food Service Agreement with IU 13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2014. 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.

- J. 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, 2014. 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.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-J: It was moved by Mr. Straub and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, absent; Carlton Rintz, absent; 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 16)
- B. Substitute Pay Rates for the 2014-15 school year:

Support Staff Substitute Pay Rates – as noted below:
 Athletic Trainer - \$20.00 per hour
 Food Service Sub - \$8.50 per hour

Food Service Manager Sub Hourly Rate Differential - \$.80 (elementary)
 Food Service Manager Sub Hourly Rate Differential - \$.85 (secondary)
 Food Service Banquet Hourly Rate Differential - \$2.50
 Custodial Sub -- \$8.50 per hour
 Clerical Sub - \$8.50 per hour
 Healthroom Tech Aide Sub - \$11.00 per hour
 Healthroom Tech Nurse Sub for RN - \$14.46 (elementary)
 Healthroom Tech Nurse Sub for RN - \$14.12 (secondary)

- C. Department Coordinator Stipend Calculation used to determine Department Coordinator stipends for the 2014-2014 school year (see page 17)

Explanation: The rate calculation has not changed from the previous year.

- D. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2014-2015 school year (available upon request).

- E. Support Staff Salaries for the 2014-2014 school year (available upon request)

- F. Wellness Coordinator - Dawn Janssen to receive \$3,000 for her services as Wellness Coordinator for the 2014-2015 school year.

- G. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2014-2015 school year for a stipend of \$2,500.
 Kathy Campbell

- H. Band Positions for the 2014-2015 school year (see page 18)

- I. Rates for Co-curricular Work for the 2014-2015 school year as cited (see page 19)

Explanation: Rates for co-curricular work are reviewed annually. Presented rates have been held constant since 2008-2009.

- J. Resignations of the individual listed per the effective date.
 Julie Saragosa, secondary teacher, effective May 30, 2014

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

Professional:

C41 – Child Rearing Leave – Aug. 18, 2014 to end of 1st Semester 2014-15
 C42 – Family Medical Leave – Aug. 25, 2014 to November 16, 2014 and
 Child Rearing Leave – November 17, 2014 to end of 1st Semester 2014-15
 C43 - Family Medical Leave – August 25, 2014 to November 16, 2014 and
 Child Rearing Leave – November 17, 2014 to end of 1st Semester 2014-15
 C44 – Child Rearing Leave – Aug. 18, 2014 to end of 1st Semester 2014-15

- 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 2014-2015 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 for the upcoming school year.

M. Recommendation of Head Coaches for the Spring Semester of the 2014-2015 school year.

Boys' Tennis	-	TBA
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Jim Zander
Track & Field	-	Dan Massey
Boys' Lacrosse	-	Ken Snyder
Girls' Lacrosse	-	Aleighta Clark

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-M: It was moved by Ms. Wert and seconded by Mr. Fullerton to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, absent; Carlton Rintz, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes

The meeting adjourned at 8:22 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