

**Minutes
Committee of the Whole
June 17, 2013**

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation and personnel matters.

The Penn Manor School Board met as a Committee of the Whole at 7:11 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, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Jeff Roth, David Paitsel, Don Howard, Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, 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 15, 2013, 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 3, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mrs. Green 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. Rintz reviewed the upcoming Board development opportunities.

The Board recognized Mrs. Paula Howard, Board Secretary, for her ten years of service to the Penn Manor Board of School Directors. A Board resolution was read by Mr. Long commending her years of service. Dr. Frerichs presented the resolution and engraved bowl to Mrs. Howard.

Mr. Roth provided an update on Athletic Measures of Success. He updated the board on the 2012-2013 performance of co-curricular athletic teams in relation to the Athletic Measures of Success.

Mr. Johnston provided information on Act 1 Slots distribution. He reviewed information relating to Homestead and Farmstead exemptions, and tax relief for 2013-2014. Approval for placement of the resolution on the board agenda was approved on a motion by Mr. Straub and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston presented the proposed 2013 – 2014 final budget. He reviewed changes from the preliminary budget. Approval for placement of this item on the board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, no; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston provided information the committed fund balance. Approval for placement of the resolution on the board agenda was approved on a motion by Mrs. Green and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the financing options for the Manor Middle School facilities upgrade project.

The Committee of the Whole adjourned at 8:19 p.m. on a motion by Mr. Straub, a second by Mrs. Freidman, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
June 17, 2013

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 8:20 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 15, 2013, 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, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Penn Manor student Michael DiStefano and Mrs. DiStefano, David Paitsel, Don Howard, Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. Michael DiStefano was attending the board meeting to fulfill a requirement for his Eagle Scout Award.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the June 3, 2013. Hearing none, on a motion by Mrs. Friedman, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long announced that at the June 6, 2013 School Board retreat an Executive Session was held for the discussion of personnel items.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for May 2013. He presented for payment the May 2013 bills. It was moved by Mr. Hoke and seconded by Mrs. Friedman to approve to authorize payment of bills:

| | | |
|----------------------------|----|--------------|
| General Fund | \$ | 2,784,386.61 |
| Cafeteria Fund | \$ | 192,929.27 |
| Capital Reserve Fund | \$ | 7,607.85 |
| Technology Capital Reserve | \$ | 12,070.00 |
| 2010 Construction Fund | \$ | 15,923.47 |
| Student Activity Fund | \$ | 48,782.21 |
| Payroll 5/08/2013 | \$ | 808,132.63 |
| Payroll 5/22/2013 | \$ | 819,670.12 |

The following roll call vote was taken on this motion: Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, abstained due to reimbursement for a conference; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. 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 2013-2014 Final Budget – Items regarding the adoption of the 2013-2014 Penn Manor School District budget:
1. Adoption of the final budget for 2013-2014 listing expenditures in the amount of \$67,348,369.
 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 7).
 4. Adoption of a resolution for approval of the 2013 Annual Tax Levy Resolution (see pages 8 – 9).
 5. Adoption of a resolution authorizing installment payments (see page 10).
- B. Act 1 Slots Distribution – The 2013 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 11 – 13).
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2013 Fund Balance (see page 14).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A: It was moved by Ms. Wert and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, no; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 B – C: It was moved by Mrs. Green and seconded by Dr. Frerichs to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. 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/tr/>).

- B. 2013-2014 School Breakfast and Lunch Prices as cited (see page 15).

Explanation: Modest increases to elementary and secondary lunch prices are requested for students.

- C. Manor Middle School Facilities Upgrade Contract with Trane, Inc. as cited pending legal review. (to be distributed)

Explanation: As discussed at the previous board meeting, preparations continue on the facilities upgrade for Manor Middle School. Project scope has been finalized with work to begin over the next few months.

- D. Manor Middle School Project Reimbursement Resolution (see pages 16 – 18).

Explanation: This resolution allows for the guaranteed energy savings project at Manor Middle School to proceed with payments to be made from the capital reserve fund. Should the board decide to fund the project with a future debt issuance, the capital reserve fund would be reimbursed out of the debt proceeds. This resolution allows for flexibility in funding for the project and will not delay progress as financing options are explored.

- E. New Hambright Change Orders – MCA Construction, Deduct Change Order totaling \$3,700.00 as follows:

1. Deduct \$2,200.00 for the substitution of pre-cast concrete inlets from the specified ADS drain basins.
2. Deduct \$1,500.00 for the substitution of Ductile Iron Pipe Class 53 to Ductile Iron Pipe Class 52.

Explanation: Suggested substitutions were accepted by the design team that allow for a deduction change order under the General Construction contract with MCA Construction.

- F. Plancon Part C Site Acquisition for Hambright Elementary School (see pages 19 – 21).

Explanation: As per PDE requirements this document and appended materials need to be entered into the minutes of the board meeting.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – F: It was moved by Mr. Schlotzhauer and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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 2013-2014 school year (see pages 22 – 23).

B. Substitute Pay Rates for the 2013-2014 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 - \$14.81 (elementary)
 Healthroom Tech Nurse Sub for RN - \$14.12 (secondary)

Explanation: Rates remain unchanged from the previous year.

C. Department Coordinator Stipend Calculation used to determine Department Coordinator stipends for the 2013-2014 school year (see page 24).

Explanation: The rate calculation reflects the proposed changes presented to the board at the last board meeting.

D. Department Coordinator Fringe Benefits – The superintendent is recommending approval of the following benefits for Department Coordinators.

- Governance for all benefits not defined below shall be aligned with those benefits outlined in the Penn Manor School District Negotiated Agreement.
- Life insurance in an amount equal to that stated in the Negotiated Agreement plus \$10,000.

E. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2013-2014 school year (available upon request).

F. Support Staff Salaries for the 2013-2014 school year (available upon request).

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 2013-2014 school year.

H. Wellness Coordinator -- Dawn Janssen to receive \$2,500 for her services as Wellness Coordinator for the 2013-2014 school year.

I. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2013-2014 school year for a stipend of \$2,500.

Kathy Campbell

J. Band Positions for the 2013-2014 school year.

| | | |
|-------------------------|----------------|---------|
| Marching Band Director | Tom Mumma | \$5,861 |
| Brass Instructor | Alex Goodman | \$1,333 |
| Winter Guard Instructor | Katie Roberts | \$ 823 |
| Woodwind Instructor | Ashley Weer | \$1,333 |
| Percussion | RC Youse | \$1,333 |
| Percussion Asst. | Luke Helker | \$1,025 |
| Visual Captain Head | George Blakely | \$1,333 |
| Guard Instructor | Katie Roberts | \$1,538 |

K. Rates for Co-curricular Work for the 2013 – 2014 school year as cited (see page 25).

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

L. Resignations of the individual listed per the effective date.

Michele Good, secondary teacher, effective June 30, 2013
Michelle Taylor, elementary teacher, effective August 18, 2013

M. Retirement of the individual listed per the effective date:

Denise Anderson, elementary learning support aide, effective 6/7/2013
Donna Hess, elementary learning support aide, effective 6/7/2013

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

Professional:

Employee B70 – Family Medical – August 26 – June 6, 2013
Employee B71 – Designated Family Medical – April 22, 2013 – May 19, 2013
Employee B72 – Designated Family Medical – May 6, 2013 – May 27, 2013
Employee B73 – Designated Family Medical – March 19, 2013 – June 7, 2013

Classified:

Employee B74 – Designated Family Medical – April 25, 2013-May 27, 2013

O. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 100 hours for a total of \$4,750 for the 2013-2014 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.

P. Title I Parent Literacy Workshops at the rate of \$32.00 per hour for 3 hours as listed:

| | |
|------------------|------------------|
| Valerie Lutter | Karen Parker |
| Pam Noll | NancyJo Johnson |
| Melissa Mulder | Ann Helwog |
| Kathy Rowley | Lori Longenecker |
| Joan Wimer | Nichole Hinkle |
| Tara Vitti | Kimberly Juba |
| Patrice O'Brien | JoLynn Drexel |
| Michele Semple | John Berry |
| Danielle Kreider | |

Q. Title I Parent Literacy Workshops at the rate of \$32.00 per hour for 1.5 hours as listed:

| | |
|----------------|-----------------|
| Jennifer Malek | Chris Harzinski |
|----------------|-----------------|

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

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

The meeting adjourned at 8:29 p.m. on a motion by Ms. Wert and seconded by Mrs. Green and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary