

**Minutes
Committee of the Whole
June 3, 2013**

The Penn Manor School Board met in a finalization of five-year plan workshop beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 5:30 p.m. for the discussion of the Superintendent's evaluation, personnel and student matters.

The Penn Manor School Board met as a Committee of the Whole at 7:02 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 Leichliter, Mrs. Vickie Hallock, Dr. Theresa Kreider, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: John Matussek, Connie Jackson, David Paitsel, 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, June 17, 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 May 20, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, a second by Mr. Straub 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.

Mr. Johnston explained that five institutions responded to a RFP for banking services. He summarized the proposals and said that an administrative recommendation will be presented at a future board meeting.

Mr. Johnston reviewed the Manor Middle School facilities upgrade project. Approval for placement these items on the June 17 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Straub. 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.

Dr. Leichliter reviewed the updated job description for the Community Relations Coordinator position. Approval for placement this item on the June 3 board agenda was approved on a motion by Mrs. Green and seconded by Ms. Wert. 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.

Dr. Leichter reviewed the revisions to the current department coordinator structure. New job descriptions were proposed effective with the 2013-2014 school year. Approval for placement the job descriptions on the June 3 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Hoke. 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.

The Committee of the Whole adjourned at 8:04 p.m. on a motion by Mr. Straub, a second by Mrs. Freidman, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Board Secretary

MINUTES
Penn Manor Board of School Directors
June 3, 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 8:04 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 17, 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, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: John Matusek, David Paitsel, Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. There were none at this time.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the May 20, 2013. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub 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. Recommendation of J. Kenneth Long to fill unexpired term as the IU#13 board representative from Penn Manor School District effective July 1, 2013.
- B. Job Description (see pages 5 – 6)
 Community Relations Coordinator
- C. Job Descriptions (see pages 7 – 17)
 Non-Supervisory Department Coordinator
 Non-Supervisory Elementary Content Coordinator
 Mathematics Supervisor
 English/Communications Supervisor

Explanation: Approval of revised job descriptions pending final review by the Pennsylvania Department of Education Division of Certification Services.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A – C: It was moved by Mrs. Green and seconded by Dr. Frerichs to approve these items as amended. 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. Special Education Contract with Intermediate Unit #13 to provide special education services, special education support services in 2013-2014 and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see pages 18 – 19).
- B. IU13 Job Training Services contract for Job Training services provided by IU 13 for the 2013-2014 school year (see pages 20 – 22).

Explanation: This contract is based upon preliminary unit costs of \$320.40 per day for 9 days in the 2013-2014 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- C. IU13 Occupational/Physical Therapy Services provided by IU 13 for the 2013-2014 school year (see pages 23 – 25).

Explanation: This contract is based upon preliminary unit costs of \$87.10 per hour for 470 hours in the 2013-2014 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- D. IU13 Speech/Language Services provided by IU 13 for the 2013-2014 school year (see pages 26 – 28).

Explanation: This contract is based upon preliminary unit costs of \$86.60 per hour for 750 hours in the 2013- 2014 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- E. Student and Athletic Accident Insurance – purchase of insurance from Ace American Insurance Company at an annual premium of \$16,066.70 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2013-2014 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, majorettes, student coaches, student trainers, and student manager. Also covered are all non-athletic, interscholastic or extracurricular activities. The amount represents a 25% increase over last year.

- F. Wireless Access Point Cabling Project – agreement with Gettle, Incorporated to install cabling in Pequea, Letort, Conestoga and Eshleman Elementary Schools and Penn Manor High School for \$111,485.00 per the attached proposal (see pages 29 – 30).

Explanation: As part of the capital improvement plan, this project provides high speed network backbone cabling in support of faster classroom Wireless Access Points. Work will be performed over the summer in preparation for the 2013-14 school year

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – F: It was moved by Ms. Wert 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 2012-2013 school year (see page 31).
- B. Employment and Change in Status of the individuals listed per the effective date for the 2013-2014 school year (see page 32).
- C. Tenure for the individuals listed as he has completed the requirement of three years of satisfactory teaching performance with the school district:
 Amy L. Bittenbender
 Amy F. D’Amico
 Megan A. Galbreath
 Jenny L. Groff
 Lisa A. Heisler

Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).

- D. Summer Break Instructors at the professional hourly rate for the hours cited (see page 33).

Explanation: Summer Break is an enrichment program offered to elementary and middle school students.

- E. Leaves to the individuals according to the terms listed:
 Professional:
 Employee B69 – May 3, 2013 – June 7, 2014 – Designated Family Medical
- F. Retirement of the individual listed per the effective date:
 Susan Ziegler, Learning Support Aide, effective June 7, 2013

G. Acceptance of Bus Drivers listed for the 2012-2013 school term.

ESCHBACH

Lisa Watson, Jenny Brown, Lauren Giunya

SHULTZ

Richard Gehr, George Wettig

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - G: It was moved by Mrs. Green and seconded by Mr. Hoke 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 8:16 p.m. on a motion by Ms. Wert and seconded by Mrs. Friedman and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Board Secretary