

**Minutes
Committee of the Whole
March 16, 2015**

The Penn Manor School Board met in a public workshop, Educator Effectiveness Update, beginning at 5:00 p.m.

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

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 Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Dr. Jerry Egan and his family, Ms. Tamara Baker, Mrs. Christine Kinderwater, Mrs. Anne Carroll, Mr. Larry Levato, Mr. Denny Coleman, Eric Shufflebottom, Cece Minnick, 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 Tuesday, April 7, 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 March 2, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Eric Shufflebottom and Cece Minnick provided the student report highlighting upcoming high school events

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

The upcoming Board development opportunities were reviewed.

Dr. Leichliter introduced Dr. Jerry Egan to the board. The Assistant Superintendent Search Committee is recommending Dr. Egan for the position of Assistant Superintendent for Elementary Education for a five year term effective July 1, 2015 to June 30, 2020. Approval for placement of this item on the March 16, 2015 board agenda was approved on a motion by Ms. Wert 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. Larry Levato from Crabtree Rohrbaugh Associates presented a feasibility study outlining several possible options for a renovation of Conestoga Elementary School to begin no earlier

than the 2016-2017 school year. Approval for placement of this item on the April 7, 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. Fullerton reviewed the IU13 Core Program of Services and Instructional Media Services Budget. Approval for placement of this item on the April 7, 2015 board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Straub. 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 reviewed information received to date regarding the state budget proposal from Governor Wolf.

The Committee of the Whole adjourned at 8:02 p.m. on a motion by Mr. Fullerton, a second by Mr. Paitsel, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
March 16, 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 8:03 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, April 7, 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, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mrs. Christine Kinderwater, Dr. Jerry Egan, Mrs. Anne Carroll, Mr. Brian Wallace, 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 March 2, 2015 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Dr. Frerichs, 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 February 2015. He presented for payment the February 2015 bills. It was moved by Mr. Fullerton, and seconded by Dr. Frerichs to approve to authorize payment of bills:

General Fund	\$ 5,448,455.53
Cafeteria Fund	\$ 138,711.94
Capital Reserve Fund	\$ 37,687.00
2012 Construction Fund	\$ 74,187.35
Student Activity Fund	\$ 30,816.03

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. Proposed Support Staff Salary Structure Changes

Explanation: Approval of proposed changes to the support staff salary schedule.

B. Recommendation of Assistant Superintendent

Explanation: Employment of Dr. Gerard A. Egan as Assistant Superintendent for Elementary Education for a five year term effective July 1, 2015 to June 30, 2020.

C. Approval of Employment Contract for Dr. Gerard A. Egan for the period of July 1, 2015 to June 30, 2020 (available upon request).

MOTION ON COMMITTEE OF WHOLE ACTION CONSENT AGENDA ITEM 2B: It was moved by Dr. Frerichs 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.

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

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Judicial Review Committee Action as cited (enclosure).

B. Textbook Approval – The committee is recommending the approval of the textbook, *Principles of Engineering*, for the new Honors Engineering Principles class.

C. Farm Lease Agreement – The lease of 23 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,750.00 for the period of April 1, 2014 through March 31, 2015 as per the attached (see pages 5-7).

Explanation: This is an annual renewal of a farm lease agreement for property behind Manor Middle School which is owned by Penn Manor School District.

D. Farm Lease Agreement – The lease of 21 acres of farm land to Mr. Clifford Charles at the rate of \$250.00 per acre or \$5,250 for the period of April 1, 2014 through March 31, 2015 as per the attached (see pages 8-10).

Explanation: This is an annual renewal of a farm lease agreement for additional property behind Manor Middle School recently purchased by Penn Manor School District. The total acreage has been reduced due to the construction of the Hambright Elementary Building and athletic fields.

- E. School Resource Officer agreement with the Millersville Police Department for the 2015 – 2016 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$68,300.

Explanation: This amount is based on last year's cost of \$66,000.

- F. Acceptance of Donation of a 4-Octave Musser Rosewood Marimba from Cindy Shimp valued at \$900.00.

Explanation: A local resident offered the instrument as a donation to the students of Penn Manor.

- G. Penn Manor Education Foundation Venture Grants (see pages 11-13).

- H. Secure Building Access Upgrade – NRG will upgrade the existing system to allow secure photo-ID card access to the buildings as per the attached proposal (see pages 14-15).

Explanation: NRG shall provide and install new door controllers in the following buildings: High School, Manor Middle School, Martic Elementary School, Marticville Middle School, Conestoga Elementary School, Eshleman Elementary School and Letort Elementary School. NRG shall utilize the existing Security Building Software to properly control, alarm, and monitor all card access throughout the District. The enhanced system will eliminate the use of "fobs" and will allow for greater control of access to the buildings.

- I. Network Services Agreement with Comcast Business Communications to provide network ENS connectivity as per the enclosed agreement at a cost of \$4,600 per month for 12 months (see pages 16-18).

Explanation: Comcast will provide a 1Gbps dedicated metro Ethernet network between all districts from July 1, 2015 to June 30, 2016. E-rate will discount this service at approximately 50%/month.

- J. Job Descriptions for Groundskeeper, Building Technology Aide, and Technology Program Assistant (see pages 19-24).

Explanation: Support staff job descriptions to be approved. Groundskeeper is a new description for an existing position as a result of the PSBA study.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-J: It was moved by Mrs. Friedman and seconded by Ms. Wert 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 25).
- B. Leaves to the individuals according to the terms listed:
 Classified Employees:
 Employee D38- Designated Family Medical – Dec. 22, 2014 – February 22, 2015
- C. Spring Coaches –
 Cara Haines – Track and Field Coach - \$1,500.00
- D. Retirement of the individual listed per the effective date
 Lindsay Harnish, health room tech, effective June 5, 2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D: 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.

Item 5. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Approval of amendment number 2 to agreement for the sale of commercial real estate at 2121 Temple Avenue between Penn Manor School District and Signature Senior Living, LLC. (attached)

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A: It was moved by Mr. Straub 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 Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Employment of the individual listed for the 2015-2016 school year (see page 2)

John Brubaker – Technology Education Teacher, High School

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 6A: It was moved by Mr. Paitsel and seconded by Ms. Wert 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 8:13 p.m. on a motion by Mr. Fullerton and second by Mr. Paitsel and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary