

MINUTES
Committee of the Whole
March 17, 2014

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

The Penn Manor School Board met as a Committee of the Whole at 7:15 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. Kirk Schlotzhauer, and Mr. Christopher Straub. Mr. Carlton Rintz and Ms. Donna Wert were absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Jen Sugra, Dr. Krista Cox, Ms. Kathy Grenier, Mr. Dell Jackson, Ms. Rebecca Lehman, Mr. Matt Fox, 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, April 14, 2014, at 4:00 PM in the Board Room of the Manor Middle School.

The following students from Martic Elementary School, Marticville Middle School and Penn Manor High School were present to lead the Pledge of Allegiance – Colton Esbin, Jordan Stum, Michael Stum, Taylor Stum, Keaton Eachus, Matthew Baldwin, Kyle Echterling, Mark Smith and Gabriel Kubicar.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the March 3, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mrs. Friedman 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.

Mrs. Hallock, Ms. Grenier, Dr. Cox presented an overview of the new Pennsylvania math standards. "My Math" materials will be added to our elementary Math Connects series K-5 to help better prepare students for the changes.

Dr. Leichliter reviewed the proposed calendar for the 2014-2015 school year. Approval for placement of this item on the March 17, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Dr. Leichter reviewed the current status of proposed changes to the 2013-2014 school calendar. Changes are related to the high number of weather-related cancellations during this winter. Approval for placement of this item on the April 14, 2014, 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Dr. Kreider explained the special education plan process mandated by the Pennsylvania Department of Education. The plan needs to be reviewed every three years. Approval for placement of this item on the April 14, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Mr. Long explained that the board must nominate a board member to complete the current term through June 30, 2015 on the IU 13 board. Mr. Fullerton expressed an interest in the position. Approval for placement of this item on the March 17, 2014, 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; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Mr. Long reviewed the 2014-2015 Intermediate Unit 13 Core Program of Services and Instructional Media Services budgets. Approval for placement of this item on the April 14 board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Paitsel. 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, absent; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:00 p.m. on a motion by Mr. Fullerton, a second by Mr. Schlotzhauer, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
March 17, 2014

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 8:01 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, April 14, 2014, following the Committee of the Whole Meeting in the Board Room of 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. Kirk Schlotzhauer, and Mr. Christopher Straub. Mr. Carlton Rintz and Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Matt Fox, Ms. Rebecca Lehman, 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 March 3, 2014 meeting. Hearing none, on a motion by Mr. Schlotzhauer, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He informed the board that student artwork from Penn Manor is currently on display in the PSBA lobby.

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

General Fund	\$ 4,956,259.54
Cafeteria Fund	\$ 49,083.01
Capital Reserve Fund	\$ 21,831.79
2012 Construction Fund	\$ 554,267.70
Student Activity Fund	\$ 24,963.49

The following roll 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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. Job Descriptions and Compensation Study (see page 5-14)

Explanation: To implement a compensation study for Administrative and Support Staff positions. The last such study was conducted in the 2002-03 school year

- B. Recommendation of Mr. Joe Fullerton as new IU13 Board Representative – Mr. Long

Explanation: The board recommends Mr. Joe Fullerton to be elected by the 22 member districts to complete the current term through June 30, 2015.

- C. 2014-15 School District Calendar (see page 15)

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM 2

A-C: It was moved by Dr. Frerichs 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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

- A. Tax Exoneration as cited (see page 16).

- B. Judicial Review Committee Action as cited (enclosure).

- C. Tuition Free Senior for the remainder of the 2013-2014 school year.
Joseph Sweitzer

- D. 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 17-19).

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.

- E. 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 20-22).

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.

- F. School Resource Officer agreement with the Millersville Police Department for the 2014 – 2015 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$66,000.

Explanation: Millersville Borough is still in negotiations with their police force. This amount is an estimate based on last year's cost of \$65,000.

- G. PMHS H&V Toilet Renovation Project Change Order as cited (see page 23).
Change order 1 – Add \$455.96 CMSE Electric, Inc.

Explanation: General construction change orders occur as part of the construction process. The changes listed will add \$455.96 to the Electrical contract.

- H. MSDSonline Agreement to provide a web based platform for chemical management and compliance as cited (see pages 24-31).

Explanation: The web based platform will provide on-demand access to the MSDS (material safety data sheet) database for chemicals stored and used throughout the district. The annual cost would be \$1,849 for three years.

- I. PMSD 403(b) Common Remitter Services Agreement with The Omni Group as cited (see pages 32-36).

Explanation: The current provider, CPI, will no longer be able to provide third party administration of our 403(b) plan. The Omni Group has agreed to accept the assignment of the contract with no changes to the original terms or to applicable Vendor agreements.

- J. Hambright Elementary School Project Change Order as cited (see page 37).
Change order 11 – Deduct \$1,000.00 MCA

Explanation: General construction change orders occur as part of the Hambright construction process. The change listed will have a net deduction of \$1,000.00 from the General Construction contract.

- K. Intercom System for Conestoga Elementary School as cited (see pages 38-44).

Explanation: The head-end unit equipment was damaged during a weather related incident at Conestoga Elementary School. This replacement equipment is the same as the original system which suffered water damage.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3 A-K: 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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 2013-2014 school year (see page 45).
- B. Termination
Dawn Laukhuff, Food Service, Effective 3/17/2014
- C. Resignation of the individual listed per the effective date for the 2013-2014 school year.
Matt Willard, Strength and Conditioning Coach, Effective 3/7/2014
- D. Co-Curricular Position
Ed Weber, Technical Director ETPM, \$321

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-D: It was moved by Dr. Frerichs 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

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

- A. Seasonal Weight Room to provide coverage for the weight room at the rates cited below for the 2013-2014 school year

Pat Mendez (pending clearances) - weight room hours at \$23.20 per hour

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A: It was moved by Mr. Straub and seconded by Mr. Paitsel 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, absent; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

The meeting adjourned at 8:14 p.m. on a motion by Mr. Straub and second by Mr. Paitsel and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary