

MINUTES
Committee of the Whole
March 3, 2014

The Penn Manor School Board met for a School Dress Code Workshop beginning at 5:30 p.m.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of personnel, an update on teacher negotiations, and a student matter.

The Penn Manor School Board met as a Committee of the Whole at 7:10 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, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Mrs. Vickie Hallock and Dr. Theresa Kreider. Dr. Michael Leichliter was absent. Also in attendance for the meeting: Ms. Chris Santaniello, Ms. Cati Zalit, Mr. Jeremy Nesmith, Mr. Eric Howe, Dr. Philip Gale, Mr. Dell Jackson, Mrs. Connie Jackson, Mr. John Matusek, Mr. Ken Webster, Ms. Dianne Bates, 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, March 17, 2014, at 7:00 PM in the Board Room of the Manor Middle School.

The following students from Marticville Middle School were present to lead the Pledge of Allegiance – Gabby Bitts, Erica Shaub, Brianna Ulaky, and Braden Steele.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the February 18, 2014 Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Fullerton 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 and asked for board reports. Mr. Straub reported that all districts had approved the LCCTC budget. Mr. Fullerton reported that the Lancaster County Academy will increase tuition by 5%.

New Marticville Middle School teacher, Ms. Catherine Zalit (8th grade Math), was introduced to the board by Marticville Middle School principal, Ms. Chris Santaniello.

Dr. Gale, Mr. Howe, and Mr. Nesmith reviewed the current configuration of the Twilight Program and requested board input on possible revisions to the program.

Mr. Reisinger and Ms. Bates discussed the updated online student registration portal as well as changes to the registration process. Online registration for incoming kindergarten students is currently available.

Mr. Johnston discussed the implementation of the Early Retirement Incentive Plan for 2013-2014 and the potential savings. Twenty-four teachers/professional staff will be retiring under the ERIP.

Mr. Johnston presented options for implementing a compensation study for Administrative and Support Staff positions. The last such study was conducted in the 2002-2003 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. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:33 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 3, 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 8:33 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, March 17, 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. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Mrs. Vickie Hallock. Dr. Michael Leichliter was absent. Also in attendance for the meeting: Mrs. Connie Jackson, Mr. Dell Jackson, Mr. John Matusek, 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 February 18, 2014 meeting. Hearing none, on a motion by Mr. Fullerton, a second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

There was not a Superintendent's Report due to Dr. Leichliter's absence.

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

General Fund	\$ 3,684,603.61
Cafeteria Fund	\$ 129,156.01
Capital Reserve Fund	\$ 50,158.53
Technology Capital Reserve	\$ 543,218.50
2012 Construction Fund	\$ 1,168,753.98
Student Activity Fund	\$ 27,248.54

The following roll call vote was taken on this motion: Richard Frerichs, yes – abstained from checks #19278 and 19372; 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, absent.

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

Item 2. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. High School Auditorium Acoustic Project (see pages 4-5).

Explanation: To provide Architectural and Engineering services required for the acoustic upgrades for the auditorium at Penn Manor High School.

- B. Venture Grants (see pages 6-8).

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

- D. Hambright Elementary School Project Change Order as cited (see page 9).
Change order 10 – Deduct \$896.00 MCA

Explanation: General construction change orders occur as part of the Hambright construction process. The changes listed will have a net deduction of \$896.00 from the General Construction contract.

- E. Revised Resolution on Land Swap with Millersville University (see pages 10-11)

- F. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Martic Elementary and Marticville Middle School for \$22,695 as per Page 12 the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$7,000 (see pages 13-23).

Explanation: This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment in the Martic Elementary School and Marticville Middle School. The repair option includes all necessary parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2 A-D and F:

It was moved by Mr. Fullerton 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, absent.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2E: It was moved by Mr. Fullerton and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, abstained; 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, absent.

Item 3. 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 24).
- B. Retirements of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
- Susan Althouse, elementary teacher, effective the end of the 2013-14 school year
John Berry, elementary teacher, effective the end of the 2013-14 school year
Sandra Brown, middle school teacher, effective the end of the 2013-14 school yr
Carole Chismar, elementary teacher, effective the end of the 2013-14 school year
Diane Dangro, elementary teacher, effective the end of the 2013-14 school year
Mary Ann Farmer, school nurse, effective the end of the 2013-14 school year
Carole Fay, high school teacher, effective July 15, 2014
Linda Hampton, school nurse, effective the end of the 2013-14 school year
Joseph Herman, high school teacher, effective the end of the 2013-14 school year
Amelia Herr, middle school teacher, effective the end of the 2013-14 school year
Cheryl Hogg, elementary teacher, effective the end of the 2013-14 school year
Linda Husler, elementary teacher, effective the end of the 2013-14 school year
Barbara Kamen, elementary teacher, effective the end of the 2013-14 school year
Jayne Litzel, middle school teacher, effective the end of the 2013-14 school year
Phuc Nguyen, high school teacher, effective June 30, 2014
Rena Radcliff, elementary teacher, effective July 1, 2014
Barbara Rathbone-Frank, high school teacher, effective the end of the 2013-14 school year
Larry Rohm, elementary teacher, effective the end of the 2013-14 school year
Gail Thomson, elementary teacher, effective the end of the 2013-14 school year
Sue Walkowiak, elementary teacher, effective the end of the 2013-14 school year
Ron Walton, elementary teacher, effective the end of the 2013-14 school year
Joan Wimer, elementary teacher, effective the end of the 2013-14 school year
Jane Witwer, elementary teacher, effective the end of the 2013-14 school year
Kathy Young, elementary teacher, effective the end of the 2013-14 school year
- C. Leaves to the individuals according to the terms listed:
- Classified Employees:
- Employee C26* – Designated Family Medical - January 21, 2014 – February 16, 2014
- Employee C27* – Designated Family Medical - January 29, 2014 – February 9, 2014

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3 B-C: It was moved by Mr. Fullerton 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, absent.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3A: It was moved by Mr. Fullerton 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, abstained; and Donna Wert, absent.

Item 4. **Consent Agenda for Personnel** – The administrative staff is recommending approval of the following: (ROLL CALL)

A. Spring 2013-2014 Athletic Coaches as listed (see attached).

Explanation: Spring coaches were approved on February 18th. Adjustments and revisions are highlighted on the revised attachment.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A: It was moved by Mrs. Friedman 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, absent.

The meeting adjourned at 8:43 p.m. on a motion by Mr. Fullerton and second by Mr. Schlotzhauer and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary