

**Minutes
Committee of the Whole
May 18, 2015**

The Penn Manor School Board met in a public workshop, “High School Master Plan Presentation” beginning at 4:30 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 matter.

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, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider, Mrs. Vickie Hallock and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Judy Duke, Mr. Dell Jackson, 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 Monday, June 1 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 May 4, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and second by Mr. Straub, 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. They introduced the new representative to the school board for next year, Shawn Stone.

Mr. Long recognized Eric Shufflebottom for his contributions to Penn Manor High School, his personal accomplishments, and future plans. Mr. Long presented Eric with a gift from the Board.

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

The upcoming Board development opportunities were reviewed. Mr. Paitsel gave a report on the first PM Mental Health Services Advisory Committee meeting.

Mr. Johnston reviewed the terms of the transportation contract agreement reached with the contractors. Final contract language is being reviewed by the solicitor and will be presented for approval to the Board in November, 2015. Approval for placement of this item on the May 18, 2015 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; Mr.

Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Mr. Johnston presented information on an Employee Assistance Program (EAP). The district implemented an EAP in 2007, but the program was cut in 2010. The administration met with several companies to review future EAP services. Approval for placement of this item on the May 18, 2015, 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Mr. Johnston reviewed the 2015-2016 proposed budget adopted at the May 4, 2015 meeting.

Mrs. Hallock, Dr. Shaffer and Dr. Egan reviewed current building enrollments and the impact from the minor redistricting that occurred this school year.

The Committee of the Whole adjourned at 7:52 p.m. on a motion by Mr. Straub, a second by Mr. Fullerton, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 18, 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 7:52 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 1, 2015, following the Committee of the Whole Meeting 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 Mr. Christopher Johnston, Dr. Cheryl Shaffer, Dr. Theresa Kreider, Mrs. Vickie Hallock, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Dell Jackson, Mrs. Judy Duke, Ms. Colleen Dorsey, Lancaster Newspaper reporter, Mr. Brian Wallace, 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 May 4, 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.

Mr. Johnston provided the Treasurer's report for April 2015. He presented for payment the April 2015 bills. It was moved by Mr. Straub, and seconded by Mr. Paitsel to approve to authorize payment of bills:

General Fund	\$ 2,902,627.45
Cafeteria Fund	\$ 167,615.64
Capital Reserve Fund	\$ 571,348.79
2012 Construction Fund	\$ 166,319.41
Student Activity Fund	\$ 39,677.30

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.

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. Transportation Contracts - The transportation contracts with the Shultz Bus Company and the Eschbach Bus Company with provisions as outlined for a term to expire in June 2020.

Explanation: The terms were negotiated with the vendors as part of the 5-year cycle and communicated to the transportation committee. Final solicitor review of the contract language will occur prior to the 2015-2016 contract being brought to the board in November, 2015.

- B. Employee Assistance Program - Mazzitti & Sullivan to serve as the district's employee assistance program provider effective 7/1/2015 through 6/30/2016 at a rate of \$17.50 per covered employee per year.

Explanation: The district implemented an Employee Assistance Program in 2007, but the program was cut in 2010. The administration recently met with several companies to review services.

MOTION ON COMMITTEE OF WHOLE ACTION CONSENT AGENDA ITEM 2A-B:

It was moved by Mrs. Friedman 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, absent.

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

- A. Approval of Graduates – The members of the Class of 2015 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Judicial Review Committee Actions as cited (see enclosure)
- C. NRG Service Contract – Central Manor – Service agreement with NRG for the building automation services, automatic temperature controls and access control/security at Central Manor Elementary School effective July 1, 2015 through June 30, 2016, including the Repair, Labor and Materials option as cited. (see pages 5-16)
- D. Student Activity Fund Account - National Science Honor Society

Explanation: As requested by the high school principal, this organization would like to have an account approved in order for the students to do fundraisers to pay for appropriate student opportunities.

- E. Pequea PlanCon D - The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part D (Project Accounting Based on

Estimates) from the Pennsylvania Department of Education for the Pequea Elementary School renovation project (PDE project number 3810) as per the attached (see pages 17-26).

F. Act 93 Revisions (see enclosure)

Explanation: The Act 93 agreement runs from July 1, 2014 to June 30, 2017. Revisions to sections II and VII were necessary due to the reorganization.

G. Human Resources Director Job Description (see pages 27-29)

Explanation: Due to the consolidation and centralization of human resources functions, the job description of the current director of support services is being revised to reflect additional responsibilities and duties.

H. Human Resources Assistant Job Description (see pages 30-31)

Explanation: Due to the consolidation and centralization of human resources functions, the position of human resources assistant is being created in the human resources office to assume additional responsibilities and duties.

I. Assistant Technology Director Job Description (see pages 32-33)

Explanation: As part of the restructuring necessary to implement the middle school 1:1 program and other technology initiatives, the Senior Systems Engineer is being changed to the assistant technology director position.

J. Assistant Business Manager Job Description (see pages 34-36)

Explanation: As part of the business office restructuring proposed by the PSBA study, the job description for the assistant business manager has been revised to reflect the additional responsibilities and duties.

K. Approval of Amendment Number 3 to the agreement for the sale of commercial real estate at 2121 Temple Avenue between Penn Manor School District and Signature Senior Living, LLC (see pages 37-38)

L. Awarding of Bid Approval and Notice to Proceed for the Manor Middle School Paving Project as per the bid tabulation. (see enclosure)

Explanation: As part of the capital projects plan, the paving project will be completed over the summer months. To be paid for out of the Capital Reserve Fund.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-L: 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.

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 39)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see pages 40-41)
- C. Pennsylvania Constable – Shawn Vinson to provide security for the school district during the 2014-2015 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.
- D. Leaves to the individuals according to the terms listed:
 Professional:
 Employee D45 – Family Medical - May 18, 2015 – June 5, 2015/August 24, 2015– October 25, 2015;
 Child Rearing - October 26, 2015 – end of Semester 1, 2015-2016
- E. Resignation of the individuals listed below with effective dates:
 Lori Landis – AST Aide – Pequea – Effective 6/5/2015
 Kathleen Campbell – Substitute Nurse Scheduler – District – effective 6/30/2015

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: It was moved by Mr. Straub 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, absent.

The meeting adjourned at 7:58 p.m. on a motion by Mrs. Friedman and second by Mr. Straub and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary