

**Minutes
Committee of the Whole
May 20, 2013**

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 7:08 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. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz and Mr. Kirk Schlotzhauer were absent. Present from the administrative staff were Dr. Michael Lechlitter, 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: Mrs. Dori O'Connor, Mr. Doug Eby, Mr. Eric Howe, Mrs. Jen Sugra, students Sarah Evarts, Olivia Stekervetz and Eric Shuffelbottom, Mr. Shawn Canady, Mr. Sean McKnight, TSA students, community members, 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 3, 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 6, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke and a unanimous voice vote, the Minutes were approved as printed.

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

Sarah Evarts provided the student report highlighting upcoming high school events. She introduced the new representatives to the school board for next year, Olivia Stekervetz and Eric Shuffelbottom.

Dr. Lechlitter recognized Sarah Evarts for her contributions to Penn Manor High School, her personal accomplishments, and future plans. Mr. Long presented Sarah with a gift from the Board and thanked her for her reports to the Board at the meetings. Sarah thanked the Board for the opportunity to serve as a student school board representative.

TSA students, Mr. Sean McKnight and Mr. Shawn Canady were recognized for their outstanding accomplishments at the 35th Annual PA TSA Conference. Dr. Frerichs read the board resolution and Mrs. Green presented it to Mr. McKnight.

Dr. Lechlitter introduced High School Administrators Mrs. Dori O'Connor, Mr. Doug Eby and Mr. Eric Howe. He explained their new positions on the high school administrative team.

Mr. Long reviewed the upcoming Board development opportunities.

Dr. Frerichs reported on a recent meeting with Representative Ryan Aument. Dr. Frerichs announced that he will be stepping down from the IU Board. Mr. Long and Dr. Leichliter commended Dr. Frerichs for his leadership on the IU Board.

Mr. Ken Long expressed an interest in filling the unexpired term of Dr. Frerichs on the IU Board. Amber Green made on a motion to place this on the June 3, 2013 agenda. It was seconded by Mrs. Friedman. 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, absent; Mr. Schlotzhauer, absent; Mr. Straub, yes and Ms. Wert, yes

Mr. Straub provided a Lancaster County Career and Technology report.

Ms. Wert announced that the Lancaster County Academy JOC meeting will be on June 8 followed by graduation. She, and the district alternate, are unable to attend the meeting. Ms. Wert inquired if another board member could attend in their place.

Mr. Johnston provided an update on the energy saving project and other renovation projects at Manor Middle School. More information will be provided at the next board meeting.

Mrs. Sugra reviewed the updated additional Penn Manor School District job descriptions that she revised as part of her doctoral program. Approval for placement these items on the May 20 board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Green. 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, absent; Mr. Schlotzhauer, absent; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston reviewed the proposed 2013-2014 budget adopted at the May 6, 2013 board meeting. Information was reviewed regarding the long-term impact of various levels of revenue.

The Committee of the Whole adjourned at 8:12 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
May 20, 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 8:13 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 3, 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. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz and Mr. Kirk Schlotzhauer were absent. 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: community members, 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 6, 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. He presented to the board a letter he received from Mr. and Mrs. James White.

Mr. Johnston provided the Treasurer's report for April 2013. He presented for payment the April 2013 bills. It was moved by Mr. Friedman and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$	3,175,447.28
Cafeteria Fund	\$	44,568.52
Capital Reserve Fund	\$	10,849.89
2010 Construction Fund	\$	54,409.91
Student Activity Fund	\$	23,417.63
Payroll 4/10/2013	\$	802,832.35
Payroll 4/24/2013	\$	805,213.12

The following roll 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, absent; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes, abstained from check #16589.

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. Lancaster County Academy 2013-2014 Proposed Operating Budget
- B. Revised Job Descriptions
 - Audio Visual Director/Assistant
 - Classroom Teacher
 - Costume Coordinator
 - Delivery Driver
 - Health Room Technician (HRT)
 - High School Assistant Principal
 - High School Associate Principal
 - High School Principal
 - Middle School Assistant Principal
 - Middle School Principal

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A: It was moved by Ms. Wert and seconded by Mr. Hoke to approve this item. 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, opposed; Carlton Rintz, absent; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 B: It was moved by Dr. Frerichs and seconded by Mr. Hoke to approve this item. 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, absent; Kirk Schlotzhauer, absent; 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. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Approval of Graduates – The members of the Class of 2013 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- C. Special Education Legal Consortium Membership at the cost of \$1,087 for the term of July 1, 2013 through June 30, 2014.

Explanation: This is the fourth year we will participate as part of the IU 13 cost savings measure.

- D. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2013-2014 school year and payment of membership dues in the amount of \$12,300.
- Explanation: PSBA dues are still at the 2010-2011 level. No increase was proposed.*
- E. Judicial Review Committee Actions as cited
- F. Ratification of IU Bid Awards as cited for 2013-2014 (see page 5).
IU Cafeteria Paper & Small Wares
IU Technology Education Supplies
- G. Central Manor Elementary School Plancon J Submission and Audit – The administrative staff is recommending awarding a contract to John Casey for the completion, submission, and audit of the final cost data for the Central Manor Elementary School, PDE Project Number 3526, at a cost of \$3,000. Payment to be made from the 2010 Construction Fund.
- H. Quality Assurance Program Testing agreement with Q.A. +, Inc. to provide testing and inspection services for the Hambright construction project in the amount of \$289,325.20 to be paid from the 2012 Construction Fund.

Explanation: Testing services for the Hambright construction project would include Soils & Earthwork, Building Structure, Utilities, HVAC Testing, Adjusting and Balancing, Indoor Air Quality Monitoring, HVAC Commissioning, and High Performance Coatings.

- I. Building Automation System Service Contract for annual software and service contract with NRG Building Services for Central Manor Elementary School for \$11,450 as per the attached proposal. Also, the addition of the Repair Labor and Materials Option for an additional \$5,500 (see pages 6 – 17).

Explanation: This service agreement provides for the maintenance of the system that controls the heating, ventilating and air conditioning equipment in the Central Manor Elementary 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 ACTIONS CONSENT AGENDA ITEMS 3 A – I: It was moved by Mrs. Green and seconded by Mrs. Freidman 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, absent; Kirk Schlotzhauer, absent; 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 2013- 2014 school year (see pages 18 – 19).
- B. Retirement of the individual listed per the effective date:
Nancy Shenk, Learning Support Aide, effective June 14, 2013
- C. Resignation of the individual listed per the effective date:
Christine George, Secondary Learning Support Aide, effective May 24, 2013
- D. Leaves to the individuals according to the terms listed:
Professional:
Employee B64 – April 30, 2013 – April 29, 2014 – Intermittent Family Medical
Employee B65 – March 11, 2013 – May 8, 2013 – Designated Family Medical
Employee B66 – January 22, 2013 – April 15, 2013 – Designated Family Medical
Employee B67 – August 19, 2013 – October 7, 2013 – Family Medical

Classified:
Employee B68 – April 8, 2013, 2013 – May 21, 2013 – Designated Family Medical
- E. Head Coaches Recommended for Renewal for the Winter 2013-2014 Season:
Boys' Varsity Basketball - Larry Bellew
Girls' Varsity Basketball – Scott Long
Wrestling – Mike Fowler
Swimming – Cece O'Day
Bowling – Chris Vital

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - E: It was moved by Ms. Wert and seconded by Mr. Straub 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, absent; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:28 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