

**Minutes
Committee of the Whole
May 4, 2015**

The Penn Manor School Board met in a public budget workshop 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 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, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, Mrs. Vickie Hallock and Dr. Jerry Egan. Also in attendance for the meeting: Mrs. Amy Adair, Dr. Philip Gale, Mr. Neil Fellenbaum, Miss Victoria Herr, Mr. & Mrs. Bob Herr, Mr. & Mrs. Willis Herr, Mr. Jeff Lyon, Mr. Eric Howe and his family, Mr. Mike Shirk and his son, Dustin Shirk, Mr. John Matusek, 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, May 18, 2015, at 7:00 in the Board Room of the Manor Middle School.

Hambright Elementary School second grade students, Ava Watson, Angel Luna, Owen Dearolf, Jordan Torres, Zach Neff, Daphne Eisenhauer, Kael Hufford, Devin Phillips, and Tyler Musser led the flag salute and then performed a song highlighting all U.S. Presidents.

Mr. Long asked the committee whether there were any additions or corrections to the Minutes of the April 20, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Paitsel, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

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

The upcoming Board development opportunities were reviewed. Mr. Straub gave an update on the CTC meeting he attended.

Dr. Leichliter introduced Mr. Eric Howe, the new Hambright Elementary principal. Mr. Howe greeted the Hambright students present at the meeting and introduced his family.

Penn Manor High School 2014 graduate, Victoria Herr was recognized for her outstanding service to the FFA program. Miss Herr served as the state FFA secretary during the 2014-2015 school year. Mr. Rintz read the board resolution and Mr. Long presented the resolution to Victoria. Mr. Johnston presented Victoria with the Joe Kurjiaka Scholarship as she furthers her education at Penn State University.

Ms. Wert presented the proposed 2015-2016 budget for the Lancaster County Academy. Approval for placement of this item on the May 4, 2015 board agenda was approved on a motion by Ms. Wert and seconded by Dr. Frerichs. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 the 2015-2016 proposed final budget which was presented in the board workshop. The proposed budget will be advertised for final board approval in June. Approval for placement of this item on the May 4, 2015, 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, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:51 p.m. on a motion by Mr. Paitsel, 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 4, 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 7:51 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 18, 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, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Mr. Christopher Johnston, Dr. Cheryl Shaffer, Mr. Charlie Reisinger, Dr. Theresa Kreider, Mrs. Vickie Hallock, and Dr. Jerry Egan. Also in attendance for the meeting: Mr. Mike Shirk and his son, Dustin, Mr. John Matussek, Mr. Jeff Lyon, 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 April 20, 2015 meeting. Hearing none, on a motion by Mr. Straub, a second by Ms. Wert, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

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. The Lancaster County Academy Proposed Budget for 2015-2016
- B. Adoption of the 2015-2016 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2015-2016 listing expenditures in the amount of \$74,559,452 (see budget enclosure).
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 15, 2015 for consideration of the final budget (see pages 6-7)

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

It was moved by Ms. Wert and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; 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. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2015 through June 30, 2016.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2015 through June 30, 2016.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – Appoint Cindy L. Rhoades as secretary to the Board of School Directors for a new four-year term effective July 1, 2015 through June 30, 2019.

Explanation: The Board Secretary is appointed for a four-year term as required by the Pennsylvania School Code and Penn Manor School Board Policy.

- D. Judicial Review Committee Actions as cited (to be distributed)

- E. Ratification of IU Bid Awards as cited for 2015-2016 (see page 8)

IU Copy Paper

IU Athletic/Trainer/Medical Supplies

- F. Contracted Agriculture Student for the 2015-2016 school year
Kyle Bushong (Hempfield School District)

- G. Special Education Contract with Intermediate Unit #13 to provide special education services, special education support services in 2015-2016 and to set hourly rates for services for interpreters, physical therapy and occupational therapy (see pages 9-10).

- H. IU13 Job Training Services contract for Job Training services provided by IU13 for the 2015- 2016 school year (see pages 11-13)

Explanation: This contract is based upon preliminary unit costs of \$345.00 per day for 9 days in the 2015-2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- I. IU13 Occupational/Physical Therapy Services provided by IU 13 for the 2015-2016 school year (see pages 14-16)

Explanation: This contract is based upon preliminary unit costs of \$100.75 per hour for 470 hours in the 2015-2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- J. IU13 Speech/Language Services provided by IU 13 for the 2015-2016 school year (see pages 17-19)

Explanation: This contract is based upon preliminary unit costs of \$100.75 per hour for 750 hours in the 2015- 2016 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- K. Student and Athletic Accident Insurance from Ace American Insurance Company at an annual premium of \$25,947 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2015-2016 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.

- L. Production Express (see page 20)

Explanation: Commencement video production services at F&M.

- M. Agreement for Purchase of Right-of-Way and the authorization for any School Board Officer and/or Superintendent to execute and deliver this Agreement. (see pages 21-25)

Explanation: The district must secure a right of way at the corner of Millwood Road and Bauer Avenue as per the land development plan approved by Pequea Township and Lancaster County.

- N. Surveying Proposal – for Diehm & Sons to survey for the Water Line Easement for Letort Elementary School per the attached proposal (see pages 26-28)

Explanation: Due to a change in the path of the municipal water line being run near Letort Elementary School, an easement will be required to connect.

- O. Gym Repairs – Marticville Middle School by Builder's Specialty Service for proposed price of ~~\$2,780.00~~ \$2,708.00 per attached quote. (see page 29)

Explanation: To repair basketball backstops at Marticville Middle School.

- P. Gym Repairs – Penn Manor High School by Builder's Specialty Service for proposed price of \$4,740.00 per attached quote. (see page 30)

Explanation: To repair basketball backstops in Main Gym, replace switch plates, supply a new remote and to replace wires for batting cages in the west gym.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-P: It was moved by Mr. Fullerton and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; 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 31)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 32)
- C. Leaves to the individuals according to the terms listed

Classified:

Employee D44 - Designated Family Medical - March 13, 2015 – April 26, 2015

- D. Resignation of the individual listed below with the effective date:
Tara Vitti, kindergarten teacher at Hambright, effective April 26, 2015
Bethany Bachman, elementary school nurse, effective at the end of the 2014-15 school year
Scott Long, head girls' basketball coach, effective April 28, 2015
Angela Eshleman, RTL aide at Hambright, effective March 30, 2015
Vickie McMullen, HS custodian, effective April 23, 2015
- E. Professional Leaves – of the individuals listed, for the 2015-2016 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1 (see page 33)

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

F. Co-curricular Position

ETPM Technical Supervisor – Melissa Mintzer, ~~\$321.00~~ \$325.00 for the 2014-2015 school year

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; 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 7:56 p.m. on a motion by Mr. Straub and second by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary