

MINUTES
Committee of the Whole
May 5, 2014

The Penn Manor School Board met for a Budget Workshop beginning at 5:00 p.m.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for Superintendent's evaluation, discussion of personnel, and a 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: Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mrs. Shirley Murray, Mr. John Matusek, 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, May 19, 2014, at 7:00 PM in the Board Room of Manor Middle School.

Emma Adams and Carter Hendon-James, kindergarten students from Pequea Elementary School, led the Pledge of Allegiance.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the April 14, 2014 Committee of the Whole 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.

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

Mr. Long reviewed the upcoming Board development opportunities. Mr. Straub gave an update on LCCTC activities.

Ms. Wert reviewed the proposed 2014-2015 budget for the Lancaster County Academy. The budget shows a 5% increase over last year's budget. Approval for placement of this item on the May 5, 2014, board agenda was approved on a motion by Ms. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, no; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter gave highlights of the recent meeting held about Open Campus. He reviewed a recommendation to create a three-year contracted position starting with the 2014-2015 school year, sharing the costs equally with the Hempfield and Manheim Township School Districts. Approval for placement of this item on the May 19, 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, absent; Mrs. Friedman, yes; 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 2014-2015 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 5, 2014, board agenda was approved on a motion by Mr. Fullerton and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, absent; Mrs. Friedman, yes; 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 7:43 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
May 5, 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 7:44 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 19, 2014, following the Committee of the Whole Meeting in the Board Room of Manor Middle School.

The following members were present: Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Dr. Richard Frerichs was absent. Present from the administrative staff were Dr. Michael Lechliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Mrs. Vickie Hallock. Also in attendance for the meeting: Mr. John Matussek, 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 April 14, 2014 meeting. Mr. Long requested that his "yes" vote on Item 2C be corrected to read "abstain". Noting the correction, on a motion by Mr. Fullerton, a second by Ms. Wert, and a unanimous voice vote, the Minutes were approved as amended.

Dr. Lechliter provided the Superintendent's report. He reported on the success of the closing ceremony for Hambright Elementary and informed the board that the K-12 art show at the high school would be held on May 8.

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. School Board 2014-2015 Calendar (see page 6)

Explanation: Approval of the proposed school board meeting dates for 2014-2015 school year.

B. Approval to advertise a school board meeting change in location – June 16, 2014 School Board meeting to Eshleman Elementary School

Explanation: The change in location is required as a result of summer construction work at Manor Middle School.

C. The Lancaster County Academy Proposed Budget for 2014-2015

- D. Adoption of the 2014-2015 Penn Manor School District Proposed Final Budget
1. Adoption of a proposed final budget for 2014-2015 listing expenditures in the amount of \$71,101,004.
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 16, 2014 for consideration of the final budget.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM 2

A,B, D: 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, absent; 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, yes.

MOTION ON COMMITTEE OF THE WHOLE ACTION CONSENT AGENDA ITEM

2C: It was moved by Mrs. Friedman and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, no; David Paitsel, yes; Carlton Rintz, no; 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, 2014 through June 30, 2015.

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, 2014 through June 30, 2015.

Explanation: Required by School Code.

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

- D. Approval to Bid – Authorization to advertise for the bid for the following items for the 2014-2015 school year:

Ice Cream
Milk
Fruit Drinks / Iced Tea

- E. PlanCon Part H – Hambright Elementary School Project – The administrative staff is recommending approval and submission of PlanCon Part H (Project Financing) to the Pennsylvania Department of Education for the Hambright Elementary School new construction/renovation project, PDE project number 3677. A copy of the document is on file in the business office.

Explanation: The approval and submission is a requirement of the PlanCon process which allows school districts to receive state reimbursement on eligible construction and renovation projects. Part H, Project Financing, addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences.

- F. Ratification of IU Bid Awards as cited for 2014-2015 (see page 7)

IU Copy Paper
IU Athletic/Trainer/Medical Supplies
IU Custodial Supplies

- G. Manor Middle School Data Upgrade (see pages 8-9)

- H. SchoolMessenger Renewal (see page 10)

Explanation: Annual maintenance for SchoolMessenger mass-calling and notification system.

- I. Tuition Free Senior for the remainder of the 2013-2014 school year

Amanda Nadu

- J. Adoption of Resolution opposing the restriction of Federal Medical Assistance Reimbursement (see pages 11-12)

- K. Production Express (see page 13)

Explanation: Commencement video production services at F&M.

- L. Agreement with VCM Partners for a Tax Assessment Appeal

Explanation: An assessment appeal was filed on behalf of VCM Partners for a 12,000 square foot strip center and 24,200 square foot retail/mixed use building situated on 5.36 acres. The district's solicitor has been working on reaching a settlement with the taxpayer since September of 2013. Approval of this item will authorize the solicitor to execute the documents necessary to resolve the VCM Partners tax assessment appeal based upon a market value of \$2,000,000 with a resulting assessment value of \$1,612,000. In addition, the agreement would stipulate that the taxpayer would not file further appeals in the 2015 or the 2016 tax years.

- M. MSW Field Placement Agency/University Affiliation Agreement with Millersville University (see pages 14-18)

- N. Engineering Proposal from Derck & Edson for PMHS Sidewalk Replacement Project as listed (see pages 19-21)

Explanation: To provide initial engineering work for the capital improvement project involving the sidewalks at Penn Manor High School.

- O. Engineering Proposal from Derck & Edson for MAMS Paving Project as listed (see pages 22-24)

Explanation: To provide initial engineering work for the capital improvement project involving the paving at Manor Middle School.

- P. Resolution to Authorize the Sale of Property (see page 25)

Explanation: Pursuant to Pennsylvania School Code Section 7-707, the Board of School Directors of Penn Manor School District has determined to sell an approximate 2.328 acre tract of real estate located in Millersville Borough to the Millersville University. The 2.328 acre tract is currently leased to the University to use as athletic fields and is part of a larger tract of land owned by the School District. In accordance with Section 7-707, the School Board has determined that the land is no longer used or necessary land of the School District and has determined to sell the land by private sale.

- Q. Contracted Homebound Instructor Services

Matthew Hatcher for 5 hours per week of homebound instruction at \$32.00 per hour.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3 A-Q: It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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, 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 2013-2014 school year (see page 26)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2014-2015 school year (see pages 27-28)
- C. Leaves to the individuals according to the terms listed

Professional:

Employee C31 - Intermittent Family Medical - April 7, 2014 – April 6, 2015

Employee C32 - Intermittent Family Medical - May 1, 2014 – April 30, 2015

Classified:

Employee C33 - Intermittent Family Medical - April 16, 2014 – April 15, 2015

- D. Professional Leaves – of the individuals listed, for the 2014-2015 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 29)

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.

- E. Mentor for the 2013/14 school year
Streeter Stuart at \$150.00 for Matthew Rayha, LTS

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-E: It was moved by Mr. Fullerton and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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, yes.

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

- A. Letort ES Gym Roof Replacement Bid to accept bid from Purcell Construction of \$137,500 as per the attached bid tabulation and to provide notice to proceed (see page 2).

Explanation: Bids were received from three contractors. The administrative recommendation is to approve the base bid. Work is expected to be conducted over the summer months.

- B. Penn Manor HS Auditorium Wall Repairs Bid to accept bid from Purcell Construction of \$359,900 as per the attached bid tabulation and to provide notice to proceed (see page 3).

Explanation: Bids were received from two contractors. The administrative recommendation is to approve the base bid. Work is expected to be conducted over the summer months.

- C. Nursing services for student with IEP through Mediscan School Based Services - \$38 per hour for the remainder of the 2014-15 school year (see pages 4-9).

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A-C: It was moved by Mr. Paitsel and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, absent; 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, yes.

The meeting adjourned at 7:53 p.m. on a motion by Mr. Straub and second by Mr. Fullerton and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary