

**Minutes
Committee of the Whole
May 6, 2013**

The Penn Manor School Board met in a preliminary budget and five-year outlook workshop beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 6:00 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 7:04 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. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green and Mr. Kirk Schlotzhauer were absent. Present from the administrative staff were Dr. Michael Lechliter, 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: Dr. Krista Cox, Mr. Kevin Bower, Mrs. Shelby Foster, Mrs. Connie Jackson, Mrs. Linda Hampton, student Erica Shaub, parents and family, 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, May 20, 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 April 22, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. Mrs. Shelby Foster spoke about the Cancer Care Ministry that helps Penn Manor community members. Sixty-three of the current 120 volunteers are Penn Manor employees. She commended the support they give to the Penn Manor community.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mr. Straub reported on a recent Career and Technology meeting.

Erica Shaub was recognized for her outstanding achievement in the MySciLife program. Mrs. Wert read the board resolution and Mr. Straub presented it to Erica. Mr. Kevin Bower explained the program and Erica's project.

Dr. Lechliter introduced Dr. Krista Cox. Dr. Cox was recently approved as the Eshleman Elementary School Principal.

Dr. Frerichs provided information on the IU 13 2013 Election Ballot. Ballots were distributed to all board members in attendance.

Mr. Johnston provided information for the 2013-2014 proposed final budget. Approval for placement of the recommendation on the May 6 board agenda was approved on a motion by Dr. Frerichs and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Reisinger provided information on the SchoolMessenger emergency notification system. The agreement includes expanded capabilities including integrated attendance calls, the option for non-emergency calling and a school building texting system. This system will replace the current AlertNow system. Approval for placement of the recommendation on the May 6 board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; Mr. Straub, yes; and Ms. Wert, yes.

Ms. Wert reviewed the Lancaster County Academy proposed 2013-2014 operating budget. Approval for placement of the recommendation on the May 20 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Hoke. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Johnna Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, absent; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:00 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 6, 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 8:00 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 20, 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, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green 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: Mrs. Connie Jackson, Mrs. Linda Hampton, a community member, 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 April 22, 2013. Hearing none, on a motion by Mr. Straub, a second by Mrs. Friedman 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. Adoption of the 2013-2014 Penn Manor School District Proposed Final Budget.
1. Adoption of a proposed final budget for 2013-2014 listing expenditures in the amount of \$67,252,960.
 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 17, 2013 for consideration of the final adoption of the budget.
- B. SchoolMessenger Agreement – Agreement for SchoolMessenger Complete, Social Media Edition, Fully hosted notification service for the 2013-2014 school year.

Explanation: SchoolMessenger is a comprehensive emergency call notification system. The agreement includes expanded capabilities including integrated attendance calls,

the option for non-emergency calling and a school building texting system. The 1 year cost is \$7,786.50, renewable annually. This replace our current AlertNow system.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - B: It was moved by Mr. Hoke and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; 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. 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, 2013 through June 30, 2014.

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, 2013 through June 30, 2014.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – To appoint Cindy Rhoades as secretary to the Board of School Directors for a new two-year term effective July 1, 2013 through June 30, 2015.

Explanation: The Board Secretary is appointed for a four-year term as required by the Pennsylvania School Code and Penn Manor School Board Policy. Mrs. Rhoades' term is two years to fulfill the unexpired four-year term of Mrs. Howard.

- D. Approval to Bid – Authorization to advertise for the bid for the following items for the 2013-2014 school year:
Ice Cream
Milk
Fruit Drinks / Iced Tea

- E. School Resource Officer agreement with the Millersville Police Department for the 2013 – 2014 school year to pay 75% of the salary of School Resource Officer, Jason Hottenstein, with total payments not to exceed \$65,000.

Explanation: Millersville Borough is still in negotiations with their police force. This amount is an estimate based on last year's cost of \$62,500.

- F. Austill's Rehabilitation Services, Inc. Contract – approval of the extension of the Austill's contract providing OT/PT services through 6/30/2016.

Explanation: the original contract was negotiated in 2005 and extended through 2013. This new extension calls for rates to move from \$57.29 in 2012-13 to \$57.29 for 2013-14, \$57.92 for 2014-15 and \$58.56 for 2015-16. Assistant rates will be \$48.00 for 2013-14, \$48.53 for 2014-15 and \$49.06 for 2015-16.

- G. Ratification of IU Bid Awards as cited for 2013-2014 (see page 6)
 IU Copy Paper
 IU Athletic/Trainer/Medical Supplies
 IU Custodial Supplies
- H. Approval of Contract and Notice to Proceed for the Hambright Elementary School Project – approval and execution of contract agreement pending final solicitor review and approval, and issuance of a notice to proceed to the contractor listed below for the amount stated for the Hambright Elementary School new construction project (PDE project number 3677). Payment to be made from the 2012 Construction Fund and the 2013 Construction Fund (bond to be issued).
 Data and Technology
 Sage Technology Solutions, Inc.
 \$575,146.00 base bid
- I. Approval of Trane Company Service Contract- Penn Manor High School – approval of an extended service agreement with Trane for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2013 through June 30, 2016, at the costs listed below:
- | | |
|-----------|----------|
| 2013-2014 | \$18,260 |
| 2014-2015 | \$18,990 |
| 2015-2016 | \$19,750 |
- J. Award of Bid, Approval of Contract and Notice to Proceed for the Manor Middle School Flooring Project – approval and execution of contract agreement pending final solicitor review and approval, and issuance of a notice to proceed to the contractor listed below for the amount stated for the Manor Middle School Flooring Project as per the attached bid tabulation. Payment to be made from the Capital Reserve Fund.
- MCA Construction
 \$88,000.00 base bid
- K. Plancon Part H – Hambright Elementary School Project – approval and submission of Plancon Part H (Project Financing) to the Pennsylvania Department of education for the Hambright Elementary School new construction 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.

- L. Judicial Review Committee Actions as cited.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – L: It was moved by Ms. Wert and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; 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 2012-2013 school year (see page 7).
- B. Employment and Change in Status of the individuals listed per the effective date for the 2013-2014 school year (see pages 8 – 9).
- C. Retirements of the individuals listed per the effective date:
 Robert Michael – Custodian – effective May 23, 2013
 Linda Sauer – ERA LST – effective June 7, 2013
 Barry Smith – Head Custodian – effective July 8, 2013
- D. Leaves to the individuals according to the terms listed.
 Classified:
 Employee B63 -- Designated Family Medical -- March 27 - April 14, 2013
- E. Uncompensated Leave Request -- As per the Penn Manor School District Uncompensated Leave Board Policy #339, the administrative staff is recommending that Julie C. Saragosa be granted an uncompensated leave for the 2013-2014 school year.
- F. Professional Leaves – of the individuals listed, for the 2013-2014 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 10).

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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - F: It was moved by Mrs. Friedman and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, absent; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:41 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