

**Minutes
Committee of the Whole
November 19, 2012**

The Penn Manor School Board Facilities Committee met at 8:00 a.m. on Monday, November 19, 2012.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of personnel matters.

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, Dr. Richard Frerichs. The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Lechliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Del Jackson, Dr. Jerry Egan, Peg Murr, Beth Martin, Tara Etzweiler, Lancaster Chamber Mentors, Sandi Thompson, Sarah Trimble, Kristy Mellinger, and Jen Schweitz, student mentees, Carlie Weimer, Gaby Zangari, and Sophie Gingerich, students Sarah Evarts and Jenn Adams, community members, student teacher, Josh Butala, Lancaster Newspaper reporter Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, December 3, 2012, at 7:00 in the Board Room of the Manor Middle School.

Dr. Frerichs asked the committee whether there were any additions or corrections to the Minutes of the November 5, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Sarah Evarts and Jenn Adams provided the student report.

Dr. Frerichs asked if there were any Citizen's Comments. There were none.

Mr. Straub and Mr. Schlotzhauer provided information on the Lancaster County CTC.

Dr. Frerichs announced that the search for a new IU 13 Executive Director will begin in January.

Mrs. Friedman reviewed the upcoming Board development opportunities.

Mrs. Green introduced Sandi Thompson, Business Services Liaison for the Lancaster Chamber of Commerce. She provided information on the Lancaster Chamber Women in Business mentorship program which involves four Penn Manor junior students.

Hambright Elementary School was recognized as a Title I Distinguished School based on making AYP for two consecutive years, and for having students who met high improvement performance criteria in the IEP subgroup for making gains in proficiency of greater than 25%. Mrs. Amber Green read the Board resolution commending Hambright Elementary School staff and students. The resolution was presented by Ms. Donna Wert to Dr. Egan. Dr. Egan provided information on the Leadership in Me program at Hambright.

Dr. Leichliter reviewed changes to a number of board policies for placement on the voting agenda. Approval for placement of the policies on the November 19 board agenda was approved on a motion by Mr. Long and seconded by Mr. Rintz. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Leichliter presented a board resolution supporting prevailing wage reform in the Pennsylvania General Assembly. Approval for placement of this item on the November 19 board agenda was approved on a motion by Mr. Long and seconded by Mr. Schlotzhauer. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

Dr. Frerichs and Dr. Leichliter provided a summary of procedures for the upcoming board reorganization meeting in December.

Mr. Long reviewed the Facilities Committee meeting that was held in the morning. He updated the board on the new Hambright Elementary School, the high school smoke damage, and renovations that will be needed at Manor Middle School. The Facilities Committee is recommending a Facility Workshop on January 22 at 5:00 p.m.

The Board voted to place on the November 19 board agenda a 7:00 p.m. start time for the December 3, 2012 Board Meeting, and a Facility Workshop on January 22, 2013 at 5:00 p.m. Approval for placement of this item on the November 19 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Long. 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, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:13 p.m. on a motion by Mr. Straub, a second by Mrs. Green, and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
November 19, 2012

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, Dr. Richard Frerichs at 8:15 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, December 3, 2012, 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. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Del Jackson, student teacher, Josh Butala, Lancaster Newspaper reporter Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Dr. Frerichs asked if there were any Citizen's Comments. There were none at this time.

Dr. Frerichs asked the board whether there were any additions or corrections to the Minutes of the November 5, 2012. Hearing none, on a motion by Mr. Rintz, a second by Mrs. Green and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter gave the Superintendent report. He thanked Eschbach and Shultz bus companies for being so accommodating the day of the fire in high school and the three hour delay. He announced that the state approved the emergency closure of the high school for one way.

Dr. Shaffer explained details of the upcoming Keystone Exams for juniors.

Mr. Johnston provided the Treasurer's report for October 2012. He presented for payment the October 2012 bills. It was moved by Mrs. Friedman and seconded by Mr. Hoke to approve to authorize payment of bills:

General Fund	\$	5,849,631.38
Cafeteria Fund	\$	80,159.49
Capital Reserve Fund	\$	96,719.66
2010 Construction Fund	\$	74,035.37
Student Activity Fund	\$	16,013.14
Payroll 9/12/2012	\$	825,839.36
Payroll 8/15/2012	\$	828,628.55

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, yes; Kirk Schlotzhauer, yes, Christopher Straub, yes, and Donna J. Wert, yes.

Item 1. The School Board Meeting Agenda was reviewed.

Item 2. Consent Agenda for Committee of the Whole – The committee is recommending approval of the following: (ROLL CALL)

- A. Election of Solicitor and Bond Counsel – Kegel Kelin Almy & Lord LLP – The law firm of Kegel Kelin Almy & Lord LLP be appointed as solicitor and bond counsel for the school district for the calendar year 2013. (To be distributed).
- B. Election of Special Counsel for Special Education – McNees Wallace & Nurick LLC – The law firm of McNees Wallace & Nurick LLC be appointed as special counsel for the school district for the calendar year 2013. Services will be limited to special education matters. (To be distributed).
- C. Election of Special Counsel for Labor – Fox Rothschild LLP – The law firm of Fox Rothschild LLP be appointed as special counsel for the school district for the calendar year 2013. Services will be limited to labor matters. (See pages 6 – 8).
- D. Election of Special Counsel for Labor – Hartman Underhill & Brubaker LLP – The law firm of Hartman Underhill & Brubaker LLP be appointed as special counsel for the school district for the calendar year 2013. Services will be limited to Open Campus PA matters. Hourly rate is \$160 on a blended basis.
- E. Commencement Date – June 4, 2013
- F. 2005 Delinquent Tax Collection – Approval for the business office to engage Portnoff Law Associates to pursue liens on selected parcels still outstanding from 2005 and consult with the business office to prepare board recommendations for the remaining parcels.
- G. First Reading of New and Revised Board Policies (previously distributed):
- #103 Nondiscrimination in School and Classroom Practices
 - #122 Cocurricular Activities/Nonathletic
 - #123 Interscholastic Athletics
 - #123.1 Concussion Management
 - #123.2 Sudden Cardiac Arrest
 - #123.3 Athletic Honors
 - #123.4 Male/Female Participation on Sports Teams
 - #209.1 Food Allergy Management
 - #216 Student Records
 - #216.1 Supplemental Discipline Records
 - #610 Purchases Subject to Bid/Quotation
 - #611 Purchases Budgeted
 - #701 Facilities Planning
 - #822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
 - # Medical Access Screening
 - #354 Pre-Employment Drug Testing

H. Resolution Supporting Prevailing Wage Reform (see page 9).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - H: It was moved by Mr. Straub 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, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; 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. Intermunicipal Cooperation Agreement between Hempfield, Manheim Township, and Penn Manor School Boards (see enclosure).

Explanation: The cooperative agreement has been jointly developed by the solicitors of the three school districts comprising Open Campus PA.

B. Special Education Contract – Lampeter-Strasburg – to provide special education programs and services for an emotional support student at a pro-rated tuition rate of \$13,226 for the 2012-13 school year plus additional speech and language services at an hourly rate of \$58 per hour as required.

Explanation: As Penn Manor sometimes educates students from neighboring districts in our special needs classrooms, an appropriate special needs classroom in Lampeter-Strasburg is available for one of our students.

C. High School Remediation – to authorize the superintendent / business manager to enter into agreements as necessary to keep the remediation and renovation efforts moving forward.

Explanation: While the insurance company is remitting payment directly to the vendors, there may be some incidental testing and monitoring required during the remediation process that would need timely action to keep our forward momentum.

D. Pennsylvania Constable to provide security for the school district during the 2012-2013 school year for athletic and co-curricular activities at the rate of \$33.20 per hour.

Cesar DeJesus

E. Mental Health Parity and Addiction Equity Act Opt-Out Resolution (see page 10).

Explanation: This is an annual opt-out resolution due to the district status as a self-insured provider of services.

F. Tax Exoneration as cited (see page 11).

G. Penn Manor Education Foundation Venture Grants (see pages 12 – 15).

H. Waiver of Custodial Fees for National History Day Competition at Penn Manor High School.

Explanation: The district is hosting events for National History Day on March 16, 2013 and March 23, 2013.

I. Transportation Contracts for the 2012-2013 school year:

Eschbach Bus Service (181 Days)	\$	1,971,453.88
Eschbach Fuel Surcharge	\$	80,256.23
Schultz Transportation (181 Days)	\$	374,178.34
Schultz Fuel Surcharge	\$	12,784.76

Explanation: The current transportation contracts run from 2010 through 2015. The contract figures for the third year have been calculated based upon updated routing and student information.

J. 2012-2013 Federal Programs Consolidated Application – Project RA-999-11-0324 in the amount of \$727,994.00.

Explanation: the consolidated application includes \$620,974 for Title I and \$107,020 for Title II program funding.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – J: It was moved by Ms. Wert and seconded by Mrs. Green 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, yes; Kirk Schlotzhauer, yes; 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 16).
- B. Substitute Teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list:
 Alicia P. Burger-Shirk
 Kaitlin B. Craul
 Christine M. Johnson
 Dana K. Leshok
 Rebecca J. Raush
 Peggy L. Williams
- C. Leave to the individuals according to the terms listed:
Professional Employee
 B32 – January 22, 2013 – end of 2nd Semester 2012-2013, Child Rearing
Classified Employee

B33 – September 24, 1012 – November 4, 2012 – Designated Family Medical

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

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

- A. December 3, 2012 Board Meeting amending the start time to 7:00 p.m.
Board Facility Workshop on January 22, 2013 starting at 5:00 p.m.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 5 A: 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 L. Frerichs, yes; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

The meeting adjourned at 8:41 p.m. on a motion by Mrs. Green and seconded by Mr. Straub and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary