

MINUTES
Committee of the Whole
November 4, 2013

The Penn Manor School Board met in a workshop beginning at 5:00 on the budget.

The Penn Manor School Board met in an Executive Session at 6:35 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 7:10 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. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and Mr. Christopher Straub. Mrs. Johnna Friedman, Mr. Frank Hoke, and Ms. Donna Wert were absent. There is a vacancy on the board at this time. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Connie Jackson, Mr. Donald Stewart, Mr. Joe Fullerton, Mr. David Paitsel, Mrs. Judy Duke, Mr. John Bonawitz from Brown Shultz Sheridan and Fritz, Mrs. Elaine Jones the 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, November 18, 2013, at 7:00 PM 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 October 21, 2013 Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Schlotzhauer, 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. Rintz reviewed the upcoming Board development opportunities.

Mr. Stewart updated the board on the Penn Manor Education Foundation *Thanks a Million* campaign as well as other new initiatives. He thanked the board for their continued support.

Mr. Bonawitz, from Brown Schultz Sheridan and Fritz, provided an overview of the district's annual financial statements for the year ending June 30, 2013. Mr. Bonawitz reported that the district had a clean audit. He also commended Mr. Johnston and Mrs. Duke for their work in preparation for the audit, and thanked Mr. Hoke for attending the audit review. Approval for placement of this item on the November 4 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

Mr. Long reported on the Lancaster-Lebanon Joint Authority. IU13 school districts, acting together, established the Authority for the purposes of acquiring, holding, improving,

maintaining, operating, owning and/or leasing projects for public school purposes and for the purposes of the Intermediate Unit. The powers of the Authority are exercised by the Board which consists of twenty-two members. Penn Manor must appoint an individual to fill this role effective January 1, 2014 for a five-year term. Mr. Long discussed this appointment with the board for consideration in how to fill this upcoming vacancy. The position is currently held by Jeff Kreider. Mr. Long will contact Mr. Kreider to ascertain if he would like to continue with this appointment and will report back to the board.

Mr. Long summarized the Board Member interviews held on October 31, 2013. He recommended the appointment of Joseph G. Fullerton to fill the vacant board position. Approval for placement of this item on the November 4 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Hoke, absent; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, absent.

The Committee of the Whole adjourned at 8:00 p.m. on a motion by Mr. Straub, 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
November 4, 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, November 18, 2013, following the Committee of the Whole Meeting in the Board Room of Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub. Ms. Donna Wert, Mrs. Johnna Friedman, and Mr. Frank Hoke were absent. There is a vacancy on the board at this time. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Connie Jackson, Mrs. Judy Duke, Mr. Joe Fullerton, Mr. David Paitsel, Lancaster Newspaper reporter Mrs. Elaine Jones, 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 October 21, 2013 meeting or to the Special Board Meeting Minutes from October 31, 2013. Hearing none, on a motion by Mr. Straub, a second by Mr. Schlotzhauer, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Item 1. Election of New Board Member

- A. The Board Committee recommends the election of Mr. Joseph G. Fullerton to fill the vacant Board position created by the resignation of Mrs. Amber L. Green.

MOTION ON COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 1A.: It was moved by Mr. Schlotzhauer and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, absent.

The Oath of Office was administered to Mr. Joseph Fullerton.

A new roll call was taken. The following members were present: Dr. Frerichs, Mr. Fullerton, Mr. Long, Mr. Rintz, Mr. Schlotzhauer, and Mr. Straub. Mrs. Friedman, Mr. Hoke and Mrs. Wert were absent.

The list of newly constituted board membership was presented for any necessary changes. The list will be amended and presented on November 18 for approval.

The School Board Meeting Agenda was reviewed.

Item 5. Consent Agenda for the Committee of the Whole Meeting – The committee is recommending approval of the following: (ROLL CALL)

- A. Keystone Exams and New/Revised Course Sequencing
- B. Commencement Date – June 3, 2014
- C. Acceptance of Local Auditor’s 2012-2013 Report as presented.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

5 A-C: It was moved by Dr. Frerichs and seconded by Mr. Schlotzhauer to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

Item 6. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Contract with Franklin & Marshall College for the 2014 Penn Manor High School Commencement (see enclosure).
- B. Hambright Elementary School Project Change Order for General Contractor as cited (see pages 6-8).
 - Change Order 5 - \$7,700.00 MCA
 - Change Order 6 - \$7,000,00 MCA
 - Change Order 7 - (\$1,100.00) MCA
- C. Hambright Elementary School Project Change Order for Electrical Contractor as cited (see page 9).
 - Change Order 2 - \$783.00 Hirneisen Electric
- D. Hambright Elementary School Project Change Order for Fire Protection Contractor as cited (see page 10).
 - Change Order 1 - (\$7,000.00) S.A. Communale

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 6 A-D:

It was moved by Mr. Straub and seconded by Dr. Frerichs to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

Item 7. 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 11).

B. Leave to the individual according to the terms listed:

Classified Employee

C10 - Designated Family Medical - September 16, 2013 – October 2, 2013

C. Winter Coaches as listed (see page 12)

D. Elementary Content Coordinators and stipends for the 2013-2014 school year effective November 5, 2013

Garvey, Kimberly R. – Science, stipend of \$2,104.00 (prorated)

Moyer, Jenna E. – Science, stipend of \$2,104.00 (prorated)

Urban, Megan L. – Social Studies, stipend of \$2,104.00 (prorated)

E. Tenure - The administrative staff is recommending that Jennifer Loreto be granted tenure as she has completed three years of satisfactory teaching performance within the school district.

F. Wellness Instruction - approval for the individual below to provide wellness and nutrition classes for employees in the Make a Change (MAC) program.

Mindy Rottmund - 10 hours of instruction at the professional rate

G. Retirement of the individual listed per the effective date:

Ronald Bailey, Custodian, effective January 3, 2014

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 7 A-G: It was moved by Mr. Schlotzhauer and seconded by Mr. Fullerton to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; Franklin Hoke, absent; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, absent.

The meeting adjourned at 8:12 p.m. on a motion by Mr. Straub and seconded by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary