

**Minutes
Committee of the Whole
October 15, 2012**

The Penn Manor School Board met in a workshop, Assumptions: Principles, Programs, and Positions, beginning at 5:00.

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, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mr. Phil Gale, Mr. Del Jackson, Mr. Jeff Roth, Mrs. Melissa Ostrowski, Mr. Quay Hanna, students Sarah Evarts and Jenn Adams, coaches Jennifer Forney, Michael Fowler, Larry Bellew, and Ashley Knepp, Mrs. Rhonda Lord of Kegel, Kelin & Lord, Ms. Laruren Eby of RBC Capital Markets, LLC, a community member, Mr. Richard Bauder, 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, November 5, 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 October 1, 2012, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman, a second by Mr. Straub 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. Mr. Richard Bauder addressed the board regarding SAT scores.

Mrs. Friedman reviewed the upcoming Board development opportunities.

Mr. Straub distributed the Lancaster County Career & Technology Center JOC update.

Mr. Hoke reported on the Penn Manor Ag Advisory Committee meeting.

Dr. Frerichs distributed the monthly update from the IU Collaborative Services, and IU meeting and training attendance information.

Dr. Leichliter reported on a Senator Smucker meeting he attended with Dr. Frerichs.

Mr. Roth introduced the following new Penn Manor head coaches: Jennifer Forney, Girls' Lacrosse, Michael Fowler, Wrestling, Larry Bellow, Boys' Basketball, and Ashley Knepp, Cheerleading. Mr. Roth provided some information about each head coach. The coaches thanked the board for the opportunity to work with the students at Penn Manor.

Mr. Quay Hanna provided a brief overview of the tolerance services he provides for students in the Penn Manor School District.

Mr. Reisinger, Mrs. Ostrowski and Mr. Gale provided information on the Pennsylvania Department of Education contract with Parchment Inc. to implement the Pennsylvania Electronic Student Transcripts and Records System, a statewide network for schools to exchange student records and transcripts. Approval for placement of this item on the board agenda was approved on a motion by Mr. Rintz 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, absent.

Ms. Lauren Eby of RBC Capital Markets, LLC and Mrs. Rhonda Lord, of Kegel, Kelin & Lord, LLC explained the parameters of the resolutions for financing for the construction of the new Hambright building, and for the refunding of the current 2006 bond. Approval for placement of these items on the 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, absent.

Mr. Johnston presented and explained the amended Employee's Health Care Cooperative Agreement. Approval for placement of this item on the board agenda was approved on a motion by Mrs. Friedman and seconded by Mrs. Green. 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, absent.

Mr. Johnston presented and recommended the transfer of the unused portion of the expenditure budget to the Capital Reserve Fund and to the Capital Reserve Technology Fund. Approval for placement of this item on the board agenda was approved on a motion by Mr. Long and seconded by Mrs. Friedman. 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, absent.

Mr. Johnston presented and recommended approval to commit funds for future textbook purchases, debt service stabilization and PSERs retirement rate stabilization. Approval for placement of this item on the board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mrs. Friedman. 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, absent.

The Committee of the Whole adjourned at 8:36 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
October 15, 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 8:37 p.m.

Dr. Frerichs announced that the next scheduled meeting will be held on Monday, October 1, 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, and Mr. Christopher Straub. Ms. Donna Wert was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Dr. Theresa Kreider, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Del Jackson, Mr. Richard Bauder, 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 October 1, 2012. 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 gave the Superintendent report.

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

General Fund	\$	3,668,962.32
Cafeteria Fund	\$	91,251.60
Capital Reserve Fund	\$	96,719.66
2010 Construction Fund	\$	157,817.81
Student Activity Fund	\$	4,453.52
Payroll 9/12/2012	\$	817,268.36
Payroll 8/15/2012	\$	835,152.71

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, absent.

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. Series of 2012 Bond Financing Resolution for approval of a Bond Issue as per the attached resolution. The proceeds from the bond issue will be used for the new Hambright Construction Project (see pages 5-12).
- B. Refunding of Debt for approval for the refunding of the Series of 2006 Bonds as per the attached resolution. The new issue is expected to be conducted in 2013 (see pages 13-21).
- C. Subscribe to the Docu-fide Electronic Transcript Program coordinated through the Pennsylvania Department of Education (PDE) at a yearly fee of \$2000 (see attachment).

Explanation: Pennsylvania Department of Education (PDE) has contracted with Parchment Inc. to implement the Pennsylvania Electronic Student Transcripts And Records System (PA eSTARS), a statewide network for schools to exchange student records and transcripts at all grade levels, including postsecondary education. Penn Manor has the ability to join this new consortium for a yearly fee of \$2000.

- D. Amended Employee's Health Care Cooperative Agreement – The committee is recommending approval of the following amendments as presented (see page 22).
 The Expanded Membership Amendments
 The Withdrawal Process Amendments

Explanation: The amended EHCC agreement would includes language for "Expanded Membership" and for "Withdrawal Process". The EHCC Board has approved the language changes, but final approval lies with the school boards of member districts.

- E. Committed Fund Balance – The Resolution for Commitment of June 30, 2012 Fund Balance (to be distributed.)
- F. 2011-2012 General Fund Transfer – The committee is recommending approval for the transfer of \$1,719,296.00 to the Capital Reserve Fund and \$1,000,000.00 to the Technology Capital Reserve Fund as presented.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - F: It was moved by Mrs. Friedman 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, absent.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Affiliation Agreement with Millersville University for Social Work Volunteer and Field Placement Agencies (see pages 23-25).
- B. Tax Exoneration as cited (see page 26).
- C. All Hazard Plan (see attachment)

Explanation: Pennsylvania Chapter 10 regulations now require the district to have an All Hazards Plan modeled on the Pennsylvania Emergency Management Agency (PEMA) All Hazard Plan. The school board approved a contract in the spring of 2012 with IU 13 to customize the plan to Penn Manor's procedures.

- D. PMHS Central Complex Toilet Renovations Change Order, TMI Commercial, Inc. totaling \$1,320.26 to supply and install kits to extend pipes and carriers.

Explanation: During demolition it was noted that the drain pipes and carriers for fixtures were too short and required extension kits.

- E. Acceptance of Pennsylvania Department of Education's Agreement to change the AYP status for Penn Manor High School to "Making Progress" and Penn Manor School District to "Made AYP."

Explanation: The Pennsylvania Department of Education has agreed with the information supplied by Penn Manor indicating that the high school and school district have made AYP for 2012.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – E: It was moved by Mr. Straub 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, absent.

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 2).
- 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:
 Andrew D. DeLong
 Meridith R. Eckroat
 Charles B. Goodrich
 Luann H. Peiffer
 Virginia L. Wallace
- C. Counseling – The administrative staff is recommending approval for Melissa Ostrowski to be paid at the hourly professional rate for up to 20 hours per month during the 2012-2013 school year for assistance in counseling students and families in connection with the Penn Manor Virtual School.

Explanation: Mrs. Ostrowski services as the primary staff contact for the Penn Manor Virtual School run in collaboration with IU 13. This is the second year of the program and her duties associated with this program go beyond the contractual hours.

- D. Leave to the individuals according to the terms listed:
 Professional Employee

Employee B24 - November 16, 2012 – January 10, 2013 Family Medical

Classified Employee

Employee B25 - October 8, 2012 - October 7, 2013 Intermittent Family Medical

- E. Penn Points Advisor for the 2012-1013 school year.
Lisa Angelucci -- \$2,207
- F. Resignations - the administrative staff is recommending the board accept the resignations of the individuals listed per the effective date cited.
John Sage - Custodian - effective 10/31/2012
Jenny Sappington - Title I Assistant - effective 10/9/2012

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - F: It was moved by Mr. Long and seconded by Mr. Rintz 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, absent.

The meeting adjourned at 9:03 p.m. on a motion by Mrs. Green and seconded by Mr. Rintz and a unanimous voice vote.

Dr. Richard Frerichs, President

Paula E. Howard, Secretary