

**MINUTES**  
**Committee of the Whole**  
**October 7, 2013**

The Penn Manor School Board met in a public workshop beginning at 5:00 on Safe School Reporting and the PA School Performance Profile.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of a personnel negotiations, student matter and personnel 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: Dr. Richard Frerichs, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mrs. Amber Green and Mrs. Johnna Friedman were absent. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Joe Fullerton, Mr. David Paitsel, Mrs. Amy Wall, Mrs. Wendy Letavic, Mr. Randy Wolfgang, Dr. Tim Weaver, Lancaster Newspaper reporter Mrs. Elaine Jones, 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, October 21, 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 September 16, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs, 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. Rintz reviewed the upcoming Board development opportunities. Mr. Straub reported that Penn Manor has the highest number of students in the CTC program at 10.3% of the total enrollment.

Dr. Lechlitter introduced Dr. Tim Weaver from Manor Family Health. Dr. Weaver has taken over the position of school physician.

Mr. Wolfgang gave an update on the status of changes to Food Services after one year with the new federal requirements.

Dr. Kreider and Mrs. Letavic reviewed Penn Manor's ESL programming along with the current number of students served by the program.

The Leadership Team gave a brief update on various state initiatives currently underway within Penn Manor.

The Committee of the Whole adjourned at 8:01 p.m. on a motion by Ms. Wert, a second by Mr. Schlotzhauer, and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**October 7, 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 8:02 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, October 21, 2013, following the Committee of the Whole Meeting in the Board Room of Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Amber Green, who left the meeting prior to the review of the agenda, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Dell Jackson, Mr. Joe Fullerton, Mr. David Paitsel, Mrs. Amy Wall, 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 September 16, 2013 meeting. Hearing none, on a motion by Mrs. Green, a second by Mr. Schlotzhauer and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that the Penn Manor Education Foundation is seeking permission to put a plaque in Central Complex as the organization has reached one million dollars in named endowment pledges. There were no objections.

Mrs. Amber Green submitted her resignation from the board and thanked the members for their camaraderie and friendship during her time on the board.

**Item 1.            The School Board Meeting Agenda was reviewed.**

**Item 2.            Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)**

**A.            Second Reading of Policies**

- 103.1 - Nondiscrimination - Qualified Students with Disabilities
- 113.1 - Discipline of Students with Disabilities
- 113.2 - Positive Behavior Support
- 218 - Student Discipline
- 218.1 - Weapons
- 218.2 - Terroristic Threats/Acts
- 222 - Tobacco Use
- 227 - Controlled Substances/ Paraphernalia

- 323 – Tobacco Use
- 351 – Drug and Substance Abuse
- 805 – Emergency Preparedness
- 805.1 – Relations with Law Enforcement
- 904 – Public Attendance at School Events
- 909 – Municipal Government Regulations

B. December Board Meeting date change from Monday, December 2, 2013 to Tuesday, December 3, 2013.

C. Hambright Elementary School Project Change Order as cited (see pages 5-7).

Change Order 4 - \$10,430.00 MCA; For bulk rock removal and to change flooring in the kitchen cooler and freezer area.

*Explanation: General construction change orders occur as part of the Hambright construction process. The rock removal occurred at Access Drive A and the east side of the porous parking area. The metal flooring in the cooler and the freezer require a change from resinous flooring to aluminum diamond tread.*

D. Right-of-Way Agreement with PPL Electric Utilities Corporation per attached (see pages 8-10)

*Explanation: PPL needs the right-of-way as described on the attached documents as part of the Hambright Construction project in order to install a pad mounted transformer and underground facilities.*

E. Advertisement for bids for the installation of a new fire alarm system at Conestoga

*Explanation: As per the Capital Improvement Plan, a new fire alarm system is need to replace the aging existing system.*

F. Advertisement for bids for the installation of expanded security systems at Letort, Eshleman, Martic and Marticville Middle.

*Explanation: As per the Capital Improvement Plan, upgraded services are needed to enhance the existing systems to provide better safety and security at those buildings*

G. Judicial Review Committee Actions as cited (enclosure).

**MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 2 A-G:**

It was moved by Ms. Wert 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; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 3.      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.    Resignation effective August 26, 2013:  
       Julie Shea – Health Room Tech
- C.    Leave to the individuals according to the terms listed:  
       Professional Employee:  
           C4 - Designated Family Medical – August 27, 2013 – September 24, 2013  
           C5 - Designated Family Medical –Sept. 23, 2013 – October 21, 2013  
           C6 - Family Medical - December 16, 2013 – March 9, 2014
- Classified Employee:  
           C7 - Designated Family Medical - July 16, 2013 – October 7, 2013
- D.    Approval of Freshman Cheerleading Coach  
       Aly Kunsman at a salary of \$2,068.52
- E.    2013-2014 Co-curricular Positions as listed.

Quiz Bowl Advisor for Manor Middle School\*

Curt Elledge -100% Step 2 - \$1,236

Mike Brown - 0% Step 1 - \$0

\*change from split position – 50% Elledge/50% Brown

School Play Director for Manor Middle School\*

Carrie Aukamp - 50% Step 10 - \$742

\*change from 100%

Orchestra Competition for Manor Middle School\*

Lauren Forbes - 100% Entry - \$510

\*change from Konrad Fritz

Student Council Advisor for High School

Billie Jo Kramer - 50% Entry - \$732

Aud. Tech Supervisor – Fall Play for High School

Dakota Jordan - 100% Entry - \$939

Set Design – Fall Play for High School

Dakota Jordan - 100% - \$200

Construction Supervisor – Fall Play for High School

Dakota Jordan - 100% - \$892

*Explanation: Co-curricular positions are approved annually based upon rosters submitted by building principals.*

- F. Substitute Nurse for the 2013-2014 school year:  
Mark C. Flatt

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 3 A-F:** It was moved by Mr. Straub and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, 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. Head Track & Field Coach – Dan Massey

**MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4:** It was moved by Dr. Frerichs and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 5.**

- A. Resignation – The Board accepts the resignation of Amber Green from the Penn Manor Board of School Directors effective October 7, 2013.

**MOTION ON AGENDA ITEM 5:** It was moved by Dr. Frerichs and seconded by Mr. Hoke to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

**Item 6.**

- A. Lancaster County Career & Technology Center Nursing Program Contract

*Explanation: The Lancaster County Career and Technology Center nursing students will use Penn Manor School District for clinical experience from October 1, 2013 to May 15, 2015.*

**MOTION ON AGENDA ITEM 6:** It was moved by Mr. Straub 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; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:16 p.m. on a motion by Mr. Straub and seconded by Ms. Wert and a unanimous voice vote.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary