

MINUTES
Committee of the Whole
September 16, 2013

The Penn Manor School Board met in a public workshop beginning at 5:45 on Academic Measurements.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of a 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, Mrs. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth 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, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. Kevin Bower, Mr. Trevor Mattern, Mr. Mark Schettler, Mrs. Michele Transue, Mrs. Danielle Gwyn, Mr. Dell Jackson, Mr. Joe Fullerton, Mr. David Paitsel, Mrs. Karen Shenk, Mrs. Rhonda Lord, Ms. Lauren Eby, Dr. Ollie Dreon, Ms. Lauren Kraybill, Mr. Neil Fellenbaum and members of the FFA Poultry Evaluation and Agronomy teams, 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 7, 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 3, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Green, 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. There were none.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mr. Neil Fellenbaum, high school agriculture teacher, and several members of the FFA Poultry Evaluation team and the Agronomy team were introduced to the board. At this year's FFA Activities Week held at Penn State University in June, 23 Manor FFA members competed in five Career Development Events (CDE's). The Poultry Evaluation team and the Agronomy team each earned first place honors and a trip to compete in the National FFA competition during the National FFA Convention in Louisville, KY in October. The teams were recognized for their accomplishments.

Mr. Johnston presented information on debt required to complete the Guaranteed Energy Savings Project at Manor Middle School. Mrs. Rhonda Lord of Kegel, Kelin, Almy and Lord and Ms. Lauren Eby of RBC Capital Markets, LLC reviewed the parameters resolution for the

purposes of financing the cost of energy related upgrades and facility enhancements at Manor Middle School. Approval for placement of the resolution on the September 16 board agenda was approved on a motion by Mr. Straub 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, yes.

Mrs. Hallock introduced Dr. Ollie Dreon from Millersville University and they updated the board on the flipped classroom project. Teachers participating in the program provided their feedback.

Mr. Johnston reviewed the preliminary numbers from the 2012-2013 audit and discussed fund balance implication and proposed transfers to the capital reserve fund.

The Committee of the Whole adjourned at 8:23 p.m. on a motion by Mrs. Friedman, a second by Mr. Hoke, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary

MINUTES
Penn Manor Board of School Directors
September 16, 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 8:25 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, October 7, 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. Johnna Friedman, Mrs. Amber Green, Mr. Frank Hoke, Mr. J. Kenneth Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, and 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, Dr. Theresa Kreider, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. David Paitsel, Mr. Dell Jackson, Mr. Joe Fullerton, a community member, 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 3, 2013 meeting. Hearing none, on a motion by Mrs. Green, a second by Mrs. Friedman and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that steel work has begun on the new Hambright. Dr. Leichliter also reported on a high school assembly put on by members of the Cocalico chapter of Aevium introduced Penn Manor High School students to the organization, which seeks to raise awareness among teens about depression and suicide that was well received.

Mr. Johnston provided the Treasurer's report for August 2013. He presented for payment the August 2013 bills. It was moved by Dr. Frerichs and seconded by Mrs. Green to approve to authorize payment of bills:

General Fund	\$ 2,837,228.89
Cafeteria Fund	\$ 30,267.36
Capital Reserve Fund	\$ 51,242.76
2010 Construction Fund	\$ 753,554.70
Student Activity Fund	\$ 2,277.05

The following roll call vote was taken on this motion: Richard L. Frerichs, yes – abstained from check #17937; Johnna Friedman, yes; Amber Green, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes – abstained from check #17961; and Donna J. Wert, yes.

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. Series of 2013A Bond Financing Resolution for approval of a Bond Issue as presented. The proceeds from the bond issue will be used for the purposes of financing the cost of energy related upgrades and facility enhancements at Manor Middle School.
- B. Lancaster County Academy Resolution for approval recommending that non-member districts have the opportunity to send students to the Lancaster County Academy on a tuition basis (see page 5).

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA ITEM

2 A-B: It was moved by Mrs. Friedman and seconded by Mr. Schlotzhauer 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 Wert, yes.

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

- A. Judicial Review Committee Actions as cited (enclosure).
- B. Iron Mountain Agreement as cited (enclosure).

Explanation: Limited secure storage space compelled looking at external storage facilities. An agreement with Iron Mountain would provide the district with a cost efficient option to safely store required documentation for extended periods in a secure location

- C. Hambright Elementary School Project Change Orders as cited (see pages 6-9).

Change Order 2 - \$43,141.00 MCA; For bulk rock removal, sink hole remediation, reinforced piping, increased pier sizes, and additional paving

Change Order 3 – (\$86,143.00) MCA; For value engineering items

Change Order 1 – (\$22,791.00) Vision Mechanical: For value engineering items

Change Order 1 – \$8,248.00 Hirneisen Electric: For value engineering items

Explanation: As part of the Hambright construction process, the value engineering changes were due to post bid scope changes. Additional costs were incurred as site work commenced.

- D. Architectural Services for High School Auditorium Wall Project from Crabtree, Rohrbaugh & Associates for \$12,500 as cited (see pages 10-11).

Explanation: To provide architectural services required for the exterior wall restoration of the auditorium at Penn Manor High School.

- E. Awarding of Bid Approval and Notice to Proceed for General Construction for High School H&V Toilet Renovations to Purcell Construction in the amount of \$68,900 as per the attached bid tabulation (see page 12). Payment to be made from the Capital Reserve Fund.
- F. Awarding of Bid Approval and Notice to Proceed for Plumbing Construction for High School H&V Toilet Renovations to Commercial Mechanical Construction in the amount of \$36,800 as per the attached bid tabulation (see page 13). Payment to be made from the Capital Reserve Fund.
- G. Awarding of Bid Approval and Notice to Proceed for Electrical Construction for High School H&V Toilet Renovations to CMSE, Inc. in the amount of \$7,170 as per the attached bid tabulation (see page 14). Payment to be made from the Capital Reserve Fund.
- H. Tax Exonerations as cited (see page 15).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A-H: It was moved by Mrs. Green 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, yes; 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. Employment and Change in Status of the individuals listed per the effective date for the 2013-2014 school year (see page 16).
- B. Leave to the individuals according to the terms listed:
Professional Employee:
Employee C3 Designated Family Medical – Aug. 9, 2013 – Aug. 25, 2013
- C. Retirement of the individual listed per the effective date:
Della Kreider, Food Service Manager, effective December 20, 2013
- D. Resignation of the individual listed per the effective date:
Linda Yost, Cafeteria Monitor, effective September 4, 2013
- E. Football Equipment Manager for 2013-2014 school year
Mike Weiler
- F. Athletic Workers for the 2013-2014 school year
Pat Weaver
Mike Weiler

- G. Department Coordinators & Stipends for the 2013-2014 school year as listed (page 17).

Explanation: This is the yearly approval of coordinators and stipends which occurs the second board meeting of September

- H. Substitute Nurse for 2013-2014 school year
Kristie Jo Jacoby
Evanna F. Hess

- I. Instruction in the Home to be provided by Stephanie Hersh for the 2013-2014 school year at the professional contracted rate.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4 A-I: It was moved by Mrs. Wert and seconded by Mrs. Green 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 Wert, yes.

The meeting adjourned at 8:33 p.m. on a motion by Mr. Straub and seconded by Mrs. Friedman and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary