

**Minutes
Committee of the Whole
August 17, 2015**

The Penn Manor School Board met in an Executive Session at 6:15 p.m. for the discussion of superintendent evaluation, personnel and student 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, Mr. J. Kenneth Long. The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, 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, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Randy Wolfgang, Mrs. Sandy Shenk, Mr. Jeff Roth, Ms. Janna Ames, Mrs. Anne Carroll, Mr. Brian Wallace, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 Tuesday, September 8, 2015, at 7:00 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 August 3, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Dr. Frerichs and 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.

The upcoming Board development opportunities were reviewed.

Mr. Wolfgang introduced Mrs. Sandy Shenk, Human Resources Assistant, to the board. This is a new position for the district. Mr. Roth introduced the new head cheerleading coach, Janna Ames, to the board.

Mrs. Anne Carroll provided the board with an update on the status of the Penn Manor Education Foundation's activities and initiatives.

Mr. Wolfgang updated the board on the new federal regulations that will impact Penn Manor's breakfast and lunch programs for the 2015-2016 school year.

Mr. Long reviewed the voting for PSBA officers. Board members will vote for the following PSBA offices from the slate of candidates previously shared – President-elect and Vice President. The majority vote by the board will determine which candidates receive the school board's official vote. Approval for placement of this item on the September 8, 2015 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr.

Fullerton, yes; Mr. Long, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes; Ms. Wert, yes.

Dr. Egan gave a summary of the new teachers for the 2015-2016 school year.

Dr. Leichter and Mr. Johnston reviewed enrollment trends since the last study completed in 2007. A proposal for a new study from the Pennsylvania Economy League recommended by the administration was presented. The board members were polled on whether they wished to consider doing an enrollment study in light of the proposed high school project - Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, no; Mr. Long, yes; Mr. Paitsel, no; Mr. Rintz, no; Mr. Schlotzhauer, no; Mr. Straub, no; Ms. Wert, no.

The Committee of the Whole adjourned at 8:22 p.m. on a motion by Mr. Fullerton, a second by Mr. Straub, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
August 17, 2015

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 8:23 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, September 8, 2015, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. David Paitsel, 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, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Christopher Johnston, Dr. Theresa Kreider and Mr. Charlie Reisinger. Also in attendance for the meeting: Mr. Brian Wallace, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 August 3, 2015 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for July 2015. He presented for payment the July 2015 bills. It was moved by Mr. Fullerton, and seconded by Ms. Wert to approve to authorize payment of bills:

General Fund	\$ 3,251,231.40
Cafeteria Fund	\$ 6,989.09
Capital Reserve Fund	\$ 377,449.94
2012 Construction Fund	\$ 27,303.44
Student Activity Fund	\$ 1,534.39

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

Item 1. Review of School Board Meeting Agenda – Mr. Long

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

- A. PSBA 2015 Delegate Assembly – The committee is recommending the following as voting delegates for the PSBA 2015 Delegate Assembly
1. Dr. Richard Frerichs
 2. Mr. Chris Straub
 3. Mr. Herk Rintz

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A: It was moved by Mr. Fullerton and seconded by Ms. Wert to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, 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. Contract at Winner’s Circle Center for up to 4 special education students to receive services at a rate of \$125 per day per student (see enclosure).
- B. Approval and Advertising of the Bus Routes for the 2015-2016 school term and also approval for advertising of same. A copy of bus routes is on file in the Transportation Office.

Explanation: Routes are compiled annually by the Transportation Coordinator in anticipation of expected bus routing requirements.

- C. Acceptance of Bus Drivers for the 2015-2016 school term as cited. (see page 6)

Explanation: While the bus drivers are employed by the busing contractors, a listing is provided for the board’s consideration and acceptance

- D. 2015-2016 School Term Field Trip Rates as cited. (see page 7)

Explanation: Rates for field trips are re-calculated annually based upon changes in the CPI.

- E. Middle School and High School Code of Student Conduct for 2015-2016 (see enclosures)

- F. Acceptance of STS Aides/Para and Personal Care Assistants for the 2015-2016 school term as cited. (see page 8)

Explanation: While the aides are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.

- G. Acceptance of STS Substitute Teachers for the 2015-2016 school term as cited. (see pages 9-10)

Explanation: While the substitute teachers are employed by Substitute Teacher Service, a listing is provided for the board's consideration and acceptance.

- H. Acceptance of Gift from The Ressler Mill Foundation for 450 copies of dictionaries to be used for 3rd grade classrooms.

- I. IDEA Part B Use of Funds Agreement – for the use of Federal Funds from the 2015-2016 allocation pertaining to the Individuals with Disabilities Education Act (see pages 11-14)

Explanation: Expected funds totaling \$1,078,344 will be used as follows - \$818,647 to be used as an offset to special education contracted services and \$259,697 to be used for “on behalf” services.

- J. Pennsylvania Educators’ Clearinghouse Contract of Service for the 2015-2016 school year.

Explanation: The user fee of \$2,700.00 has not changed from last year.

- K. Water Line Easement and Agreement with Property Owner (see enclosure)

Explanation: Currently, Letort Elementary uses a well in the back of the property for water. Columbia Water is bringing public water into the Letort area. However, the water line does not run adjacent to Penn Manor property. Therefore, the district must reach an agreement with a property owner for an easement to connect the water line to the back of Letort Elementary property.

- L. Penn Manor Parking Deck Power Washing as per proposal from Power Pros Pressure Washing, LLC to clean the exterior of the High School parking deck for \$1,515.00. (see page 15)

Explanation: The proposal includes washing the brick and concrete interior and exterior facades and reclaim any acids and waste water from area cleaning.

- M. Hambright Backup Generator Maintenance Agreement as per attached proposal from Slaymaker Group. (see pages 16-19)

Explanation: The proposal includes planned maintenance and inspections for the generator located at Hambright Elementary School.

- N. Baseball/Softball Scoreboards and Installation as per attached proposal from Daktronics. (see pages 20-24)

Explanation: The existing scoreboard at the varsity baseball field no longer works. The replacement scoreboard will be identical to the scoreboard being purchased for the Girls’ varsity softball field. Purchased off the state contract, payment will be made from the Capital Reserve Fund.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3F: 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 Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, abstained; and Donna Wert, yes.

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E, G-N: 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 Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, 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 2015-2016 school year. (see pages 25-28)
- B. Resignation of the individuals listed per the effective date:
 - Melissa Curtis, Pequea, Building Aide, Effective 6/5/2015
 - Everett Smith, High School, Custodian, Effective 7/29/2015
 - Joseph Ngo, High School, Custodian, Effective 8/14/201
 - Judy Braymer, High School, Health Room RN, Effective 6/5/2015
- C. Substitute Nurses 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 nurses list.
- D. 2015-2016 Fall Coaching Positions as listed (see page 29)

Explanation: The attachment shows the coaches and positions by sport for the 2015-2016 fall season. The breakdown with the individual salaries was compiled by the Athletic Department in conjunction with the team coaches.

- E. Dental Hygiene Services provided by Tina Hoefel at the rate of \$25.00 per hour, not to exceed 220 hours for the 2015-2016 school year.

Explanation: Mrs. Hoefel will provide dental instruction and services to district students, and coordinates free dental services.

- F. 2015-2016 Middle School Team Leaders as listed (see page 30)

Explanation: Team Leader positions are approved annually based upon rosters submitted by building principals.

- G. 2015-2016 Co-curricular Positions as listed (see pages 31-34)

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

- H. 2015-2016 Mentors as listed (see page 35)

Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the Comprehensive Plan.

- I. Twilight School Instructors for the 2015-2016 school year at a rate of \$32.00 per hour (see page 36)
- J. Nurse Substitute Caller Stipend for contacting/arranging substitute services for health rooms for the 2015-2016 school year for a stipend of \$2,500.
Karen Lausch

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-J: It was moved by Ms. Wert and seconded by Mr. Paitsel to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

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

- A. Second Reading of Revised Board Policies as presented:
- #113.3 – Screening and Evaluations for Students with Disabilities
 - #116 - Tutoring
 - #127 – Assessment Systems
 - #137 – Home Education Programs
 - #138 – English as a Second Language/Bilingual Education Program
 - #201 – Admission of Students
 - #212 – Reporting Student Progress
 - #237 – Electronic Communication Devices
 - #819 – Suicide Awareness, Prevention and Response
 - #918 – Title I Parental Involvement

MOTION ON ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 5A: It was moved by Dr. Frerichs and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; David Paitsel, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting adjourned at 8:34 p.m. on a motion by Mr. Paitsel and second by Mr. Straub and a unanimous voice vote.