

**Minutes
Committee of the Whole
January 22, 2013**

The Penn Manor School Board met in a workshop beginning at 5:00 on Pequea Elementary School and an update on the new Hambright status.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the student, personnel, and legal 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, Mrs. Johnna Friedman, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green was absent. Present from the administrative staff were Dr. Michael Leichliter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mrs. Rhonda Lord, from Kegel Kelin Almy & Lord, Mr. David Warren, Mr. Thomas Bigler, and Mr. Keith Stoltzfus, from the Lancaster County Career & Technology Center, Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, 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, February 4, 2013, 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 January 7, 2013, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Hoke 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.

Dr. Leichliter thanked Board Members for their hard work and dedication to the District by serving as a School Board Director. For School Director Recognition Month, Board members were given a book that was chosen in their honor. The books will be placed in school district elementary libraries. Mrs. Rhoades presented the Board with information about the books and a certificate from PSBA.

Board approval was given for Mr. Long, Dr. Frerichs and Dr. Leichliter to visit Pittsburgh Public Schools with Representative Aument.

Ms. Wert announced that after compiling the votes from the community, the top two mottos for the district are: Where Every Student Counts, and A Better Community...One Student at a Time. The board will vote on the motto at the February 4 meeting.

Mrs. Friedman provided an update on a recent Technology Committee meeting.

Mrs. Rhonda Lord, Esq. from Kegel Kelin Almy & Lord reviewed the final legal agreements for the upcoming sale of land at Comet Field to Blackford Development as part of the Millersville Commons commercial development. Approval for placement of these agreements on the January 22 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, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Warren, Executive Director of the Lancaster County Career & Technical Center, and Mr. Thomas Bigler, Business Manager, provided an overview of their 2013-2014 budget. Approval for placement of this item on the January 22 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, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, abstained; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston updated the board on budget projections for 2013-2014 as well as the preliminary five year budget outlook.

Mr. Johnston presented information on the Crabtree Rohrbaugh Associates Agreement for the Pequea Elementary project. Approval to change placement of this item on the January 22 board agenda, instead of the February 4 agenda, was approved on a motion by Mrs. Friedman and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Approval for placement of the Crabtree Rohrbaugh Associates Agreement for the Pequea Elementary project on the February 4 board agenda, was approved on a motion by Ms. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mrs. Green, absent; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:00 p.m. on a motion by Mr. Rintz, a second by Mrs. Friedman, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
January 22, 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, February 4, 2013, 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, Mr. Frank Hoke, Mr. Ken Long, Mr. Carlton Rintz, Mr. Kirk Schlotzhauer, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Amber Green was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mrs. Vickie Hallock, Mr. Christopher Johnston, Mr. Charlie Reisinger, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mrs. Elaine Jones, Mrs. Cindy Rhoades, and Mrs. Paula Howard, Board Secretary.

Mr. Long asked if there were any Citizen's Comments. There were none at this time.

Mr. Long asked the board whether there were any additions or corrections to the Minutes of the January 7, 2013. Hearing none, on a motion by Mr. Straub, a second by Dr. Frerichs and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report.

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

General Fund	\$	3,767,250.45
Cafeteria Fund	\$	130,342.69
Capital Reserve Fund	\$	206,344.03
Student Activity Fund	\$	30,451.41
Payroll 12/5/2012	\$	865,166.48
Payroll 12/19/2012	\$	823,424.08

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

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. Conduct a Request for Proposals for an ACT 39 Guaranteed Energy Savings as presented January 7, 2013.
- B. Resolution Not to Exceed the Act 1 Index as presented January 7, 2013 (see page 5).
- C. CTC General Fund Budget 2012-2013 as presented January 22, 2013.
- D. Agreements with Blackford Development pending final review by the district administration and solicitor (see enclosures).
- D1. Storm Water Easement Final Agreement with Blackford Development, Ltd, Crossway Church of Lancaster and Penn Manor School District as presented (see enclosure).
- E. Agreement with Crabtree, Rohrbaugh & Associates for architectural services as presented January 22, 2013.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - E: It was moved by Dr. Frerichs and seconded by Mr. Hoke to approve these items as amended. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes, and Donna J. Wert, yes.

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

- A. Tuition Free Senior for 2012-2013:
Bianca Cruz
- B. Language Line Interpreter Service

Explanation: Language Line is an interpreter service, which is used over the phone. This would enable the district to contact parents of ELL students about free/reduced lunch applications, upcoming school events, reports of student progress, health concerns, academic concerns or positive notes. The cost will be covered by Title III funding through IU #13.

- C. Agreement with Lancaster General Health Occupational Medicine to perform drug testing for Penn Manor School District new hires as mandated by Board Policy #354 using a 5-panel with Expanded Opiates screen at the cost of \$50 per test.

Explanation: This item is in compliance with the Board's new policy on pre-employment drug screening and will be effective as of April 1, 2013.

- D. Approval to Advertise for Bids – Hambright Elementary School Construction Project

Explanation: Design work has been completed on the new Hambright Elementary School. Bidding for major contracts is scheduled to allow for construction to start this spring.

- E. Construction Change Directives – Central Manor Elementary School Renovation Project for First State Sheet Metal, Inc. as per the enclosure.

Explanation: In order to move toward closing out the Central Manor project, construction change directives 1 through 8 have been prepared by the architects totaling a reduction of \$37,397.57.

- F. Construction Change Orders – Central Manor Elementary School Renovation Project for First State Sheet Metal, Inc. as per the enclosure.

Explanation: As per construction change directives, change orders have been prepared by the architects totaling a reduction of \$37,397.57.

- G. Construction Change Orders –High School Central Complex Restroom Renovation Project for East Coast Contracting, Inc. as per the enclosure.

Explanation: A change order has been presented for the addition of grab bars.

- H. Lutron Technology Support Plan for Gold Level plan for lighting control system at Marticville Middle School for \$2,193 annually (see enclosure).

Explanation: The technology support plan provides full warranty coverage for the Lutron Lighting Control System to replace the currently prorated parts only coverage.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – D, G, H: It was moved by Ms. Wert and seconded by Mrs. Friedman to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 E and F: It was moved by Dr. Frerichs and seconded by Mrs. Friedman to table these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, yes; Amber Green, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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 pages 6 – 7).

- 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.

Margaret M. Abrahamson
Eric A. Balak

Hanna R. Kollbocker
 Stephanie A. Lohr
 Denise Vega
 Lori A. Yeager

C. Leaves to the individuals according to the terms listed:

Professional Employee:

B39 – Intermittent Family Medical, January 9, 2013 – January 8, 2014

Classified Employee:

B40 – Designated Family Medical, November 13 – December 9, 2012 (full days), December 10, 2012 – December 21, 2012 (half days)

D. Mentors for the 2012-2013 school year as listed:

Kathy Ashworth for Lisa Suydam	\$300
Tresa Kirk for Alyssa Girvin	\$300
Karen Miller for Colleen Fague	\$394
William Southward for Jeffrey Heiney	\$300

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 EStrategic Plan.

E. National History Day Advisors for the 2012-13 school year as listed:

Jeremy Kirchner	\$765
Maria Vita	\$765

F. Head Coaches

Boys' Tennis – Vickie Miller
 Girls' Volleyball – Tim Joyce

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - F: It was moved by Mrs. Friedman 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, absent; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes; Christopher Straub, yes; and Donna J. Wert, yes.

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

A. New Employee of the individual listed per the effective date for the 2012-2013 school year.

Jaffe, Jordan W. – secondary professional employee, full-time, permanent position, effective February 6, 2013, Masters' Degree, no experience, Step 1, \$44,566 + \$600 stipend = \$45,166 [\$19,595.54 prorated 81 days plus 1 in-service day], pending receipt of required documents. Jordan is granted four transition days at \$100 per day. Assignment: Emotional Support Teacher/Penn Manor High School

Jordan is a recent graduate of Saint Vincent College with a masters' degree in Special Education. His student teaching assignment was completed at Belle Vernon Area High School. Previously, he worked as a therapeutic support staff member at Community Psychiatric Center in Greensburg where he assisted behavioral specialists in designing treatment plans, writing treatment goals, and selecting therapeutic techniques based on clients needs. He was a volunteer for the Westmoreland County Special Olympics held at the Latrobe Memorial Stadium. Jordan plans to move to Lancaster County in the very near future.

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

The meeting adjourned at 8:23 p.m. on a motion by Ms. Wert and seconded by Dr. Frerichs and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Secretary