

**Minutes  
Committee of the Whole  
January 4, 2016**

The Penn Manor School Board met in a public workshop beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of superintendent evaluation, personnel and student matter.

The Penn Manor School Board met as a Committee of the Whole at 7:01 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 Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Christopher Straub and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Peggy Anastasio, Dr. Philip Gale, Mr. Jeff Roth, Mrs. Beth Martin, Ms. Megan Szentesy, Mr. Dell Jackson, Mr. Matt Soto, 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, January 19, 2016, at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the December 7, 2015, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Fullerton and 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. Two letters from district residents were received by the board. One letter commented on tax increases and the other was from a family requesting that the transportation liaisons from the school board review a bus stop.

The upcoming board development opportunities were reviewed. Mr. Straub updated the board on the December CTC JOC meeting. Ms. Wert updated the board on the December Lancaster County Academy JOC meeting.

Mr. Roth introduced Mr. Matt Soto who was recognized for earning his 600<sup>th</sup> field hockey win. The board presented Mr. Soto with a resolution read by Mrs. Friedman and presented by Dr. Frerichs.

Dr. Anastasio updated the board on the Improvement of Truancy rates which is one of the goals identified through the 2015 District Climate Survey.

Dr. Egan has been working with a group of 24 elementary teachers on developing an elementary master academic schedule that provides the framework to help meet the needs of more students. He updated the board on the proposed elementary master academic schedule.

Dr. Shaffer discussed the timeline for textbooks and anticipated purchases.

Mr. Long reviewed the list of committee assignments for the 2016 calendar year including both board and president appointed positions. Approval for placement of this item on the January 4, 2016 board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Paitsel. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes, and Ms. Wert, yes.

The Committee of the Whole adjourned at 8:04 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Secretary

**MINUTES**  
**Penn Manor Board of School Directors**  
**January 4, 2016**

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 8:05 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, January 19, 2016, following the Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mrs. Johnna Friedman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Christopher Straub, and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Beth Martin, Ms. Megan Szentesy, Mr. Dell Jackson, 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 December 7, 2015 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mrs. Friedman, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston reported on the state budget and the impact on Penn Manor.

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

General Fund	\$	3,468,761.48
Food Service Fund	\$	152,146.31
Capital Reserve Fund	\$	252,970.12
2015 Construction Fund	\$	952,007.42
Student Activity Fund	\$	30,840.93

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

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

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

A. High School Proposed New Courses

*Explanation: AP Computer Science Principles: This year long course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. With a unique focus on creative problem solving and real-world applications, AP Computer Science Principles prepares students for college and careers in computer science. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cyber-security concerns, and computing impacts. AP Computer Science Principles will give students the opportunity to use technology to address real-world problems and build relevant solutions.*

B. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.

C. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and David Paitsel as alternate.

D. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-D:** It was moved by Dr. Frerichs and seconded by Mrs. Friedman to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, absent; 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. Singh Operational Services proposal for operation and maintenance of water distribution and wastewater treatment facilities (see pages 5-10)

*Explanation: The proposal class for Singh Operational Services to handle all matters relating to the operations of these facilities such as arranging for all necessary laboratory testing, sludge hauling and maintenance of our systems. In addition, they will prepare and submit all necessary reports as required by the governing permit.*

C. School Operation Services Group proposal for food service consulting (enclosure)

*Explanation: The proposal calls for consulting and administrative services relating to the food service program.*

- D. Forecast5 Analytics agreement (see pages 11-12)

*Explanation: The two year discounted agreement will give analytic access to Department of Education collected data. The program allows for relatively easy access to graphical comparisons and representations of large sets of data.*

- E. Agreement with family of special education student (enclosure)

- F. Mediscan Service Agreement (see pages 13-18)

*Explanation: Mediscan will be providing speech services to students as per the attached agreement.*

- G. Job Description - Coordinator of Alternative Programing (see pages 19-20)

*Explanation: Job description for Coordinator of Alternative Programing was revised.*

**MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-G:** It was moved by Ms. Wert and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard Frerichs, yes; Johnna Friedman, yes; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, absent; 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 21-22)

- B. Leave to the individual according to the terms listed:

Professional Employees

*Employee E20 – Intermittent Family Medical – Dec. 17, 2015 – Dec. 16, 2016*

*Employee E21 – Family Medical [dates revised from 12/7/15 board agenda] - December 21, 2015 – March 13, 2016 - Child Rearing - March 14, 2016 – end of the 2015-2016 school year*

Classified Employees

*Employee E22 – Intermittent Family Medical - August 31, 2015 – August 30, 2016*

- C. Resignation of the individuals listed per the effective date:

Yvette Herr, Food Service, effective 12/23/2015

Matthew Fox, Teacher, High School, effective 1/15/16

Traci Frantz, Enrollment Related Aide, effective 12/23/2015

Randy Wolfgang, Human Resources Director, effective 12/31/15 as per agreement

- D. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district (see page 23).

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

- E. Mentors as listed (see page 24)

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

The meeting was adjourned at 8:22 p.m.

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Mr. J. Kenneth Long, President

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Cindy Rhoades, Board Secretary