

**Minutes
Committee of the Whole
January 7, 2013**

The Penn Manor School Board met in a workshop, Athletic/Co-Curricular Funding, beginning at 5:00.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of the Superintendent's evaluation, student and personnel 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. Amber Green, Mr. Frank Hoke, Mr. Ken 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, and Dr. Cheryl Shaffer. Also in attendance for all or part of the meeting: Mr. Sean McKnight, Mr. Shawn Canady, Mr. Nick Crowther, Mr. Denny Coleman, Mr. John Matusek, 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 Tuesday, January 22, 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 December 3, 2012, Committee of the Whole 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.

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

Mr. Long and Mr. Rintz received approval from the Board to attend an upcoming PSBA workshop for Board Presidents and Vice-Presidents.

Ms. Wert reported on the Lancaster County Academy Joint Operating Committee meeting.

Dr. Frerichs provided information from PSBA and the IU 13 Director search.

Mr. Rintz reviewed the upcoming Board development opportunities.

Mr. Sean McKnight was honored for receiving the Nevin Andre TEEAP Award. A Board resolution was read by Mr. Herk Rintz and presented by Mr. Chris Straub to Mr. McKnight.

Mr. Long reviewed the Board Committee appointments.

Mr. Johnston and Mr. Coleman presented and reviewed the preliminary Capital Improvements Plan. Mr. Coleman highlighted the capital improvements anticipated over the next few years. A finalized plan will be presented at a future board meeting to facilitate project planning.

Mr. Johnston and Mr. Coleman reviewed the request for proposal for a guaranteed energy savings contract as an alternative to a full Plancon project for Manor Middle School. Approval for placement of this item on the January 22 board agenda was approved on a motion by Mr. Schlotzhauer and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston reviewed budget information for a resolution not to exceed index for the 2013-2014 fiscal year. For the fiscal year 2013-2014 the resolution must be adopted no later than January 31, 2013. Approval for placement of this item on the January 22 board agenda was approved on a motion by Mrs. Green and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented a proposal to allow the district to initiate a census mailing and to set procedures in place for annual updates. After some discussion the Board recommended tabling this item pending more information. Approval for tabling this item was approved on a motion by Dr. Frerichs and seconded by Mrs. Green. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mrs. Green, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichter, Dr. Shaffer and Mrs. Hallock reviewed updates from the Standards Aligned System conference regarding educator effectiveness, common core, and the Pennsylvania School Performance Profile. Mr. John Matusek commended the District Administration for involving the professional staff in the meetings for the new system.

The Committee of the Whole adjourned at 8:21 p.m. on a motion by Mr. Schlotzhauer, a second by Mrs. Green, and a unanimous voice vote.

Mr. J. Kenneth Long, President

Paula E. Howard, Secretary

MINUTES
Penn Manor Board of School Directors
January 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 8:22 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, January 22, 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. Amber Green, Mr. Frank Hoke, Mr. Ken 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, and Dr. Cheryl Shaffer. Also in attendance for the meeting: Mr. John Matussek, 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 December 3, 2012. Hearing none, on a motion by Mrs. Green, a second by Dr. Frerichs 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 November 2012. He presented for payment the November 2012 bills. It was moved by Dr. Frerichs and seconded by Mrs. Green to approve to authorize payment of bills:

General Fund	\$	3,045,220.42
Cafeteria Fund	\$	150,597.04
Capital Reserve Fund	\$	95,336.39
2010 Construction Fund	\$	59,588.81
Student Activity Fund	\$	41,754.32
Payroll 11/7/2012	\$	832,346.70
Payroll 11/21/2012	\$	821,429.69

The following roll call vote was taken on this motion: Richard L. Frerichs yes, abstained from checks #14968 and #14709; Johnna Friedman, absent; Amber Green, yes; Franklin Hoke, yes, abstained from check #14788; J. Kenneth Long, yes; Carlton Rintz, yes, abstained from check #14823; Kirk Schlotzhauer, yes, abstained from check #14830; 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. Lancaster County Career & Technology Center Representatives: appointment of Christopher Straub as representative to the Lancaster County Career & Technology Center and Frank Hoke as alternate.
- B. Lancaster County Academy Representatives: appointment of Donna Wert as representative to the Lancaster County Academy Joint Operating committee and Amber Green as alternate.
- C. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- D. Appointment of Tax Collector – Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- E. Appointment of Board Treasurer – Christopher L. Johnston, Business Manager, as Board Treasurer for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.
- F. Appointment of Board Secretary – Paula E. Howard as Board Secretary for the Penn Manor School District and set the bond for this position at \$10,000 and to further authorize that the school district purchase this bond.

MOTION ON COMMITTEE OF THE WHOLE ACTIONS CONSENT AGENDA

ITEMS 2 A - F: It was moved by Dr. Frerichs and seconded by Mr. Straub to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; 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. Resolution Approving Lien Filing Procedures as attached to appoint Michelle R. Portnoff, Esquire as Solicitor for the limited purpose of reviewing the list of unpaid real estate taxes for tax year 2005-2006 and hereby authorizes her, and attorneys under her supervision, to sign real estate tax liens for tax year 2005-2006, on behalf of the School District (see page 5).

Explanation: In November, the School Board authorized Portnoff & Associates to pursue liens on selected parcels still outstanding from 2005. The attached resolution authorizes Portnoff & Associates to act as solicitor for the district for the limited purpose of filing liens on behalf of the district. Upon review, 14 parcels totaling approximately \$20,000 will be liened by the district. The remaining parcels are mainly

low-liability properties and will be handled internally using the existing tax certification process.

- B. Bleacher Safety Inspections by C. M. Eichenlaub Co. at the cost of \$4,545.00 (see page 6).

Explanation: To provide a full safety inspection of bleachers at high school main gym, high school auxiliary gym and Marticville Middle School gym.

- C. Plancon Part D – Hambright Elementary School Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part D (Project Accounting Based on Estimates) from the Pennsylvania Department of Education for the Hambright Elementary School new construction project (PDE project number 3677) as per the attached (see pages 7 – 16).
- D. Plancon Part E – Hambright Elementary School Project – The administrative staff is recommending acknowledgement of receipt of the reviewed and approved Plancon part E (Design Development) from the Pennsylvania Department of Education for the Hambright Elementary School new construction project (PDE project number 3677) as per the attached (see pages 17 – 18).
- E. Geotechnical Engineering Services Amendment required for the new Hambright Elementary School project from ARM Group, Inc. for \$5,357 for expansion of scope to be paid from the Construction Fund.

Explanation: Initial tests required supplemental infiltration testing.

- F. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- G. Tax Exonerations as listed (see page 19).

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – G:

It was moved by Ms. Wert and seconded by Mr. Hoke to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; 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 20 – 21).
- 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.

Erin I. Campbell

Lynn R. Malinak
 Vidalita D. Thielen
 Valerie E. Thomas

- C. Leaves to the individuals according to the terms listed:
Professional Employee:
 Employee B36 – January 28 – April 21, 2013, Family Medical
 Employee B37 – February 15 – March 28, 2013, Family Medical
- Classified Employee:
 Employee B38 – November 27 – December 16, 2012, Designated Family Medical
- D. Resignation of the individual listed below per the effective date cited.
 Elizabeth Burkett, ERA – LTS, effective November 23, 2012
 Michele Pletcher, K-12 Special Education Coordinator, effective February 5, 2013
- E. Uncompensated Leave of the individual listed below for the effective dates cited.
 Nam Hoang, Custodian, effective January 7, 2013 through February 8, 2013.
- F. Retirement of the individual listed below per the effective date cited.
 Linda Kramer, Custodian, effective December 31, 2012
- G. Spring Musical Co-curricular positions to the individuals cited for the 2012-2013 school year:
- | | | |
|-------------------------------|----------------------|----------|
| Musical Director | Melissa Telesco | \$ 4,898 |
| Musical Asst. Director | Melissa Mintzer | \$ 3,099 |
| Musical Acting Coach | Carole Shellenberger | \$ 522 |
| Musical Production Asst. | Carole Shellenberger | \$ 300 |
| Musical Vocal Director | Melissa Telesco | \$ 425 |
| Musical Crew Supervisor | Melissa Mintzer | \$ 425 |
| Musical Lighting/Sound Design | Dakota Jordan | \$ 1,700 |
| Musical Choreographer | Donavan Hoffer | \$ 1,200 |
| Musical Rehearsal Accompanist | Jordan Groh | \$ 1,000 |
| Musical Costume Coordinator | Elizabeth Sheerer | \$ 1,600 |
| Musical Orchestra | Lauren Forbes | \$ 2,008 |

Explanation: Co-curricular Spring Musical Positions are approved annually based upon rosters submitted by the high school principal. The total salary expense for the musical was allocated by the Musical Director.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEMS 4 A - G: It was moved by Mr. Schlotzhauer and seconded by Mrs. Green to approve these items. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; 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. Change in Status of the individual listed per the effective date for the 2012-2013 school year.

Eichelberger, Patrick S. – Stipend of \$1,838 for Special Education K-12 Coordinator, effective February 6, 2013, change from Emotional Support Teacher/Penn Manor High School. Patrick has been an emotional support teacher at the high school and is currently completing his graduate work in educational administration and special education supervisory at Millersville University.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5 A: It was moved by Mr. Hoke and seconded by Mr. Straub to approve this item. The following call vote was taken on this motion. Richard L. Frerichs, yes; Johnna Friedman, absent; Amber Green, yes; 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 8:39 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