

**Minutes
Committee of the Whole
June 20, 2016**

The Penn Manor School Board met in an Executive Session at 5:30 p.m. for the discussion of Personnel: Employee Discipline; Employment of Individuals; Review of voting agenda Item 4J (Leaves); Legal (consult on special education due process)

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. Jeffrey Lyon, Mr. David Paitsel, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Freidman and Mr. Carlton Rintz were absent. Present from the administrative staff were Dr. Michael Lechlitter, Dr. Cheryl Shaffer, Mr. Chris Johnston, and Dr. Theresa Kreider. Also in attendance for the meeting: School District Solicitor Howard Kelin, High School teachers – Maria Vita, Chris Meier, Matt Rayha, and Cynthia Lonergan, Dr. Philip Gale, Mr. Larry Levato, Mr. Rick LeBlanc, Mr. Dell Jackson, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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, July 18, 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 June 6, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub and second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked if there were any Citizen's Comments. Maria Vita, high school social studies teacher, addressed the board in support of Richard Brenton. Mr. Kelin reviewed the intent of the statement of charges.

The upcoming board development opportunities were reviewed. Mr. Fullerton updated the board on the latest IU13 board meeting. Ms. Wert reported on the Lancaster County Academy. Due to the recent death of Mr. Wade Groff, the district will need to appoint a new representative to the CTC Joint Authority to finish out his term which ends on 12/31/2019.

Dr. Frerichs presented a resolution from PSBA urging school boards to support action by the legislature on employee pension reform. Approval for placement of this item on the June 20, 2016 board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Lyon. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter and Mr. Johnston reviewed preliminary discussions held between the administration and the district's architectural firm. They reviewed information on a draft Design and Development schedule should the board vote to move forward with the \$87 million project at the board meeting later this evening.

Mr. Johnston presented a recommendation based upon the information received from the recent request for proposal for Food Consulting Services for the 2016-2017 fiscal year. Approval for placement of this item on the June 20, 2016 board agenda was approved on a motion by Mr. Lyon and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented information to the board on the Act 1 Slots Distribution. Approval for placement of this item on the June 20, 2016, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Straub. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented the proposed final budget to the board. Approval for placement of this item on the June 20, 2016, board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Lyon. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes and Ms. Wert, yes.

Mr. Johnston presented information on the Committed Fund Balance. Approval for placement of this item on the June 20, 2016, board agenda was approved on a motion by Ms. Wert and seconded by Mr. Fullerton. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, absent; Mr. Straub, yes and Ms. Wert, yes.

Dr. Leichliter reviewed the petitions as they relate to the final transactions for the Millersville Commons property, formerly owned by the school district. Approval for placement of these items on the June 20, 2016, board agenda was approved on a motion by Mr. Straub and seconded by Mr. Paitsel. The following vote was taken on this motion: Dr. Frerichs, yes; Mrs. Friedman, absent; 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 7:40 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
June 20, 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 7:44 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, July 18, 2016, 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. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz (via teleconference), Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Theresa Kreider. Also in attendance for the meeting: High School teachers – Maria Vita, Chris Meier, Matt Rayha, and Cynthia Lonergan, Mr. Dell Jackson, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 June 6, 2016 meeting. Hearing none, on a motion by Mr. Lyon, a second by Dr. Frerichs, the following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes; the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

Mr. Johnston provided the Treasurer's report for May 2016. He presented for payment the May 2016 bills. It was moved by Mr. Straub, and seconded by Ms. Wert to approve to authorize payment of bills:

General Fund	\$	3,135,958.65
Food Service Fund	\$	50,706.26
Capital Reserve Fund	\$	1,858.53
Technology Capital Reserve	\$	170,000.00
2015 Construction Fund	\$	1,062,829.34
Student Activity Fund	\$	29,838.81

The following call vote was taken on this motion: Richard Frerichs, yes; Johnna Friedman, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; 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. Adoption of the 2016-17 Final Budget – Items regarding the adoption of the 2016-2017 Penn Manor School District budget:
1. Adoption of the final budget for 2016-17 listing expenditures in the amount of \$80,497,447.
 2. Authorization of the intent to levy taxes necessary for the support of the budget under Act 511.
 3. Adoption of a resolution for approval of the Final Budget for the General Fund (see page 6)
 4. Adoption of a resolution for approval of the 2016 Annual Tax Levy Resolution (see pages 7-8)
- B. Act 1 Slots Distribution – The 2016 Homestead and Farmstead Exclusion Resolution as per the attached resolution (see pages 9-10)
- C. Committed Fund Balance – The Resolution for Commitment of June 30, 2016 Fund Balance (see page 11)
- D. High School Master Plan Approval for the \$87 million renovations/new construction in Millersville location
- E. Food Service Program Monitoring Consulting Services – SOS Group of Lancaster to provide continued services for the 2016-2017 school year as per the enclosure.
- Explanation: Based upon the proposals received, the administration is recommending continuing the relationship with SOS Group of Lancaster for the coming school year based upon an estimate of 160 hours per month at a rate of \$45.50 per hour.*
- F. Petition for Land Dedication in Lancaster Township (see pages 12-18)
- G. Petition for Land Dedication in Millersville Boro (see pages 19-48)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2B-G:

It was moved by Dr. Frerichs and seconded by Mr. Lyon 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; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A: It

was moved by Mr. Lyon 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; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, no; 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. 2016-2017 School Breakfast and Lunch Prices as cited (see page 49)
- B. National School Lunch and School Breakfast Program with the Pennsylvania Department of Education, Division of Food and Nutrition, effective July 1, 2016 to June 30, 2017.

Explanation: Annual application is made to PDE to register the school district as a participant in the National School Lunch and School Breakfast Program.

- C. Food Service Agreement with IU 13 between the Penn Manor School District and Lancaster-Lebanon IU13 for the fiscal year beginning July 1, 2016. This agreement provides students with services authorized by the National Lunch Program and the National School Breakfast Program.

Explanation: Annual agreement authorizing participation of students in the National School Lunch and School Breakfast Program while attending programs offered through the IU13.

- D. Pequea Elementary Project Change Orders - (see pages 50-51)

Change Order 2 - Add \$16,508.00	Frey Lutz Corporation (HVAC)
Change Order 4 - No Change in Cost	McCarty & Son, Inc. (Electrical)

Explanation: Change Orders occur as part of the Pequea Renovation process. Changes are detailed in the attachments.

- E. Contracted Agriculture Students for the 2016-2017 school year
 Kyle Bushong (Hempfield School District)
 Austin Kolb (Hempfield School District)

- F. Energy Management Program Service Agreement with Water Treatment by Design, LLC to service systems at Central Manor, Eshleman, Letort, Martic, Marticville Middle and Manor Middle from 7/1/2016 through 6/30/2017 as cited. (see page 52)

Explanation: To provide chemicals and equipment necessary to maintain appropriate levels during the contract period.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-F: It was moved by Dr. Frerichs and seconded by Mr. Lyon 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; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, 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 2016-2017 school year (see pages 53-55)
- B. Substitute Pay Rates for the 2016-2017 school year:
- Support Staff Substitute Pay Rates – as noted below:
 Athletic Trainer - \$20.00 per hour
 Food Service Sub - \$9.25 per hour
 Food Service Manager Sub Hourly Rate Differential - \$1.50 (elementary)
 Food Service Manager Sub Hourly Rate Differential - \$2.50 (secondary)
 Food Service Banquet Hourly Rate Differential - \$2.50
 Custodial Sub -- \$9.25 per hour
 Clerical Sub - \$9.25 per hour
 Healthroom Tech Aide Sub - \$12.00 per hour
 Healthroom Tech Nurse Sub for RN - \$17.37 (elementary)
 Healthroom Tech Nurse Sub for RN - \$16.94 (secondary)
- Professional Staff Sub Rate - \$120.00/day
- C. Athletic Stipend Grid used to determine allocations for coaching stipends for the 2016-2017 school year (see page 56)
- D. Administrative Salaries – The Superintendent is recommending approval of the administrative salaries for the 2016-2017 school year (available upon request).
- E. Support Staff Salaries for the 2016-2017 school year (available upon request)
- F. Wellness Coordinator - Dawn Janssen to receive \$3,000 for her services as Wellness Coordinator for the 2016-2017 school year.
- G. Band Positions for the 2016-2017 school year (see page 57)
- H. Rates for Co-curricular Work for the 2016-2017 school year as cited (see page 58)
- I. Resignations of the individual listed per the effective date.
 Margaret Thomsen-- ERA, effective 6/7/16
 Sarah Petri—ERA, effective 6/7/16
- J. Leaves to the individuals according to the terms listed:
Professional:
Employee E52- Family Medical on or before Sept. 7, 2016 – December 6, 2016
 Child Rearing – December 7, 2016 – January 13, 2017

Employee E53 - Family Medical - May 9, 2016 – May 13, 2016

*Employee E54 - Family Medical - August 22, 2016 – October 14, 2016
Child Rearing - October 17, 2016 – January 13, 2017*

Employee E55–Family Medical on or before Sept. 6, 2016 – December 5, 2016

*Employee E56 - Family Medical on or before Sept.15, 2016 – Nov.4, 2016
Child Rearing - November 7, 2016 – January 13, 2017*

Employee E57 - Family Medical - May 16, 2016 – May 19, 2016

Employee E58 - Family Medical - April 26, 2016 – May 3, 2016

Classified:

*Employee E59 - Family Medical - July 19, 2016 – August 29, 2016
[approximately]*

- K. Tolerance Services provided by Quay Hanna at a rate of \$47.50 per hour for 75 hours for a total of \$3,562.50 for the 2016-2017 school year.

Explanation: The rate for Mr. Hanna's services has remained the same since the 2009-2010 school year. The number of hours has been reduced from a maximum of 600 hours to 100 hours in 2013-2014 to 75 hours in 2014-2015.

- L. Recommendation of Head Coaches for the Spring Semester of the 2016-2017 school year.

Boys' Tennis	-	Greg Hammond
Boys' Volleyball	-	Chris Telesco
Softball	-	Dave Stokes
Baseball	-	Jim Zander
Track & Field	-	Dan Myers
Boys' Lacrosse	-	<i>Open</i>
Girls' Lacrosse	-	Jenn Forney

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-L: It was moved by Mr. Straub and seconded by Mr. Lyon 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; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

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

- A. Motion to approve issuance of statement of charges for dismissal of professional employee Richard Brenton.
- B. PSBA Resolution to be sent to legislators urging action on employee pension reform.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A-B: It was moved by Mr. Lyon 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; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 7:56 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary