

**Minutes
Committee of the Whole
November 21, 2016**

The Penn Manor School Board met in a public workshop – PAYS (Drug) Survey - beginning at 5:00 p.m. Lancaster County District Attorney Craig Stedman was also in attendance to discuss the heroin epidemic in Lancaster County.

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of Labor Negotiations, Personnel – Leaves and review terms of employment, Student Matter, and a Legal Matter involving special education litigation.

The Penn Manor School Board met as a Committee of the Whole at 7:05 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. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Judy Duke, Mr. John Bonawitz, Ms. Liz Bender, Mrs. Jen Kroesen, 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, December 5, 2016, at 7:00 p.m. in the Board Room of the Manor Middle School. The Board Reorganization Meeting will be held at 7:00 p.m. followed by the Committee of the Whole Meeting.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the November 7, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mrs. Friedman and second by Mr. Lyon, and a unanimous voice vote, the Minutes were approved as printed.

Penn Manor High School students, Victoria Martin and Jeff Taylor, provided the student report highlighting upcoming high school events.

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

The upcoming board development opportunities were reviewed.

Mr. John Bonawitz from Brown Shultz Sheridan and Fritz provided an overview of the district's annual financial statements for the year ended June 30, 2016. He reported that the district received a clean opinion on the audit. Mr. Johnston thanked Mrs. Duke and the business office for their efforts. Approval for placement of this item on the November 21, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston reviewed the RFP Cycle for requesting proposals for contracted services. Architectural Services are listed for this year on the RFP cycle. With the high school project pending, it was decided to stay with the current architectural company.

Dr. Leichter presented a proposal for architectural services to assess the 26 acre Fisher Farm property and associated buildings located at the corner of Charlestown and Donnerville Roads. Approval for placement of this item on the December 5, 2016, board agenda was approved on a motion by Mr. Paitsel and seconded by Mrs. Friedman. 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, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Long and Dr. Leichter provided a summary of procedures for the upcoming board reorganization meeting.

Mr. Straub and Dr. Leichter provided an update on LCCTC Bond Refinancing and budget and a summary of financial discussions taking place by the Joint Operating Committee and Professional Advisory Committee of the Lancaster County Career & Technology Center. Approval for placement of the Bond Refinancing on the December 5, 2016, board agenda was approved on a motion by Mr. Fullerton and seconded by Mr. Straub. 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, yes; Mr. Straub, yes; and Ms. Wert, yes.

Mr. Johnston updated the board on the RFP process for the Owner's Representative for the High School Renovation project. Five responses were received and reviewed and three firms were invited to present to the administration. Anticipated next steps were reviewed with the board.

Mr. Johnston presented the Resolution Authorizing Proposed Preliminary Budget Display and Seeking Act Referendum Exceptions. The administration is recommending examining possible Act 1 referendum exceptions due to future uncertainty in state and local funding. This resolution authorizes the district to seek the exceptions – the decision to use them would come in late spring during discussions and approval of the final budget. Approval for placement of this item on the December 5, 2016 board agenda was approved on a motion by Mr. Paitsel and seconded by Mr. Long. 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, yes; Mr. Straub, yes, and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:55 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 21, 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 7:56 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, December 5, 2016, following the Board Reorganization Meeting and Committee of the Whole Meeting at Manor Middle School.

The following members were present: Dr. Richard Frerichs, Mr. Joseph Fullerton, Mrs. Johnna Friedman, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Judy Duke, Ms. Liz Bender, Mrs. Jen Kroesen, 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 November 7, 2016 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reported that the fall play, 12 Angry Jurors, was a success as was the Comet Classic Dinner held on Thursday, November 17. The high school emergency drill went well.

Mr. Johnston presented for payment the October 2016 bills. It was moved by Mrs. Friedman, and seconded by Mr. Paitsel to approve to authorize payment of bills:

General Fund	\$	3,144,113.60
Food Service Fund	\$	133,849.19
Capital Reserve Fund	\$	166,832.65
2015 Construction Fund	\$	259,967.44
2016 Construction Fund	\$	566,727.09
Student Activity Fund	\$	16,621.13

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, 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 administrative staff is recommending approval of the following: (ROLL CALL)

- A. Acceptance of Local Auditor’s 2015-16 Report as presented.
- B. Second and Final Reading of Revised Board Policies as presented:
 - #007 - Policy Manual Access
 - #102 - Academic Standards
 - #123.3 - Athletic Honors
 - #209 - Health Examinations/Screenings
 - #209.1 - Food Allergy Management
 - #227.1 - Drug Screening for Students in Co-Curricular Activities
 - #247 - Hazing
 - #336 - Personal Necessity Leave
 - #609 - Investment of District Funds
 - #810.2 - Transportation – Video/Audio Recording
 - #827 - Conflict of Interest

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

It was moved by Ms. Wert and seconded by Mr. Lyon 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 Paitzel, yes; Carlton Rintz, 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. Early Enrollment Agreement with Thaddeus Stevens College of Technology (see pages 5-8)
- B. Election of Solicitor and Bond Counsel – Kegel Kelin Almy & Lord LLP – The law firm of Kegel Kelin Almy & Lord LLP be appointed as solicitor and bond counsel for the school district for the calendar year 2017.
- C. Election of Special Counsel for Special Education – McNees Wallace & Nurick LLC – The law firm of McNees Wallace & Nurick LLC be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to special education matters.
- D. Election of Special Counsel for Labor – Fox Rothschild LLP – The law firm of Fox Rothschild LLP be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to labor matters.
- E. Election of Special Counsel for Open Campus PA – The law firm of Barley Snyder LLP be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to Open Campus PA matters.

F. Election of Special Counsel for Workers Compensation – The law firm of Devine Law Services be appointed as special counsel for the school district for the calendar year 2017. Services will be limited to Workers Compensation.

G. Transportation Contracts for the 2016-2017 school year:
 Eschbach Bus Service (181 Days) - \$2,330,821.23
 Eschbach Fuel Surcharge – \$44,820.08
 Shultz Transportation (181 Days) – \$829,026.12
 Shultz Fuel Surcharge - \$19,919.47

Explanation: The current transportation contracts runs through 2020 for Eschbach Bus Service and 2025 for Shultz Transportation. The contract figures for the second year has been calculated based upon updated routing and student information.

H. Proposal to Provide Boundary & Topographic Survey for the High School Campus by Diehm & Sons (see pages 9-11)

Explanation: A survey is necessary for continued design work on the High School Renovation project. To be paid from Capital Reserve Funds.

I. Agreement with Children Deserve a Chance Foundation for ATTOLLO Program at Penn Manor High School

Explanation: Continuation of the agreement with Children Deserve a Chance Foundation from 2015-2016 for up to 30 Penn Manor High School students to participate in ATTOLLO programming during the fall 2016 semester at a cost of \$308 per student.

J. Job Descriptions for Technology Staff (see pages 12-21)

K. Agreement with West Chester University for student teaching, practicum, and field Experiences (see pages 22-24)

L. Moore Engineering Corrosion Control Treatment Proposal for Martic Elementary (see pages 25-28)

Explanation: The proposal is for engineering services associated with preparation of the Feasibility Study for submission to DEP for the corrosion control treatment system at Martic Elementary.

M. 2016-2017 Federal Programs Consolidated Application – Project 999-17-0324 in amount Of \$838,052.00

MOTION ON THE COMMITTEE OF THE ADMINISTRATIVE ACTION CONSENT

AGENDA ITEM 3A-M: 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, 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 page 29)
- B. Leave to the individual according to the terms listed:

Professional Employees

Employee F17 - Child Rearing - November 16, 2016 – January 13, 2017

Employee F18 – Family Medical - December 1, 2016 – January 4, 2017

Employee F19 – Child Rearing - November 14, 2016 – January 12, 2017

Employee F20 - Intermittent Family Medical - September 27, 2016 – September 26, 2017

Employee F21 – Child Rearing - January 17, 2017 – end of 2016-2017 school year

Employee F22 – Family Medical - November 14, 2016-January 1, 2017

Classified

Employee F23 –Family Medical - November 14, 2016-January 1, 2017

- C. Tenure for the individuals listed as they have completed the requirement of three years of satisfactory teaching performance within the school district (see page 30).

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

- D. Mentor for the 2016-2017 school year as listed:
Alisha Gerhart for Kevin P. Kelley – Technology Education - \$900.00

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D: It was moved by Mr. Straub and seconded by Mr. Fullerton 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, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:10 p.m.

An Executive Session was held at the conclusion of the Board Meeting to discuss Student Matter.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary