

**Minutes
Committee of the Whole
November 7, 2016**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of a Student Matter and Personnel – Leaves and Resignations.

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. 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: Mr. Ralph Simpson, Dr. Philip Gale, Ms. Debbie Lugar, Mrs. Melissa Ostrowski, Mrs. Theresa Chiodi, Mr. Dell Jackson, Mrs. Connie Jackson, high school teachers – Mindy Rottmund, Deb Meckley, Donna Brady, Maureen Klingaman, Sallie Bookman, Dana Wile, Danielle Gentile, Jen Kroesen, Millersville University students, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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, November 21, 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 October 17, 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.

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

The upcoming board development opportunities were reviewed. Mr. Fullerton reported that the IU13 received a clean audit. Ms. Wert reported that the Lancaster County Academy had also received a clean audit. Mr. Straub gave an update on the LCCTC. Dr. Frerichs thanked the board for their 100% participation in supporting the Penn Manor Education Foundation. Mr. Long reported that the district had received five proposals in response to the RFP for Construction Management for the high school project. Mr. Rintz will serve as the board representative on the Review Committee.

Mrs. Lugar, Mr. Reisinger, Dr. Gale and Mrs. Ostrowski updated the board on the district online learning programs including LLVS, Open Campus and Edgenuity.

Mrs. Chiodi discussed the implications of the new overtime requirements brought about by the Fair Labor Standards Act. The requirements go into effect on December 1, 2016.

Dr. Shaffer and Dr. Egan reviewed this year's enrollment data in comparison to last year's data. They also shared information on the increase in students receiving free and reduced lunch for the past ten years.

Dr. Leichter reviewed the changes made to board policies 007, 102, 123.3, 209, 209.1, 247, 336, 609, 810.2, and 827 as recommended by the Pennsylvania School Boards Association policy service and to policy 227.1 as recommended by the District Solicitor. Approval for placement of this item on the November 7, 2016, board agenda was approved on a motion by Mr. Fullerton 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.

Dr. Leichter gave an update on the superintendent goals developed by the Board of School Directors as part of his yearly evaluation process.

Mr. Johnston presented a very early budget for the 2017-2018 school year based solely upon assumptions as per the required budget calendar.

Mr. Johnston discussed the potential Act 1 exceptions that could be sought by the district.

The Committee of the Whole adjourned at 8:37 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
November 7, 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 8:38 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, November 21, 2016, following the 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: Mr. Ralph Simpson, Mrs. Theresa Chiodi, Mr. Dell Jackson, Mrs. Connie Jackson, high school teachers – Melissa Ostrowski, Mindy Rottmund, Deb Meckley, Donna Brady, Maureen Klingaman, Sallie Bookman, Dana Wile, Danielle Gentile, Jen Kroesen, Millersville University students, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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 October 17, 2016 meeting. Hearing none, on a motion by Mrs. Friedman, a second by Dr. Frerichs, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reminded the board of the high school fall play being presented on November 18 and 19. He also informed the board that the state auditors will be coming soon.

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. First Reading of Revised School Board Policies

Explanation: First reading of changes made to board policies 007, 102, 123.3, 209, 209.1, 247,336, 609, 810.2, 827 as recommended by the Pennsylvania School Boards Association (PSBA) policy service and 227.1 as recommended by the District Solicitor.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A: It was moved by Dr. Frerichs 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.

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

- A. Commencement Date – June 6, 2017
- B. Contract with Franklin & Marshall College for the 2017 Penn Manor High School Commencement (see pages 4-9)

Explanation: Commencement will be held at F&M. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night prior to Penn Manor's graduation.

- C. PlanCon Part H – Hambright Elementary School Project – recognition that the Pennsylvania Department of Education has reviewed and approved materials as submitted for project number 3677. A copy of the document is on file in the business office.

Explanation: As required by PDE, the document needs to be entered into the minutes of a public school board meeting. Part H, Project Financing, addresses the financing used for a project. Since PlanCon Part H has been approved, a temporary reimbursement % has been assigned and the appropriate forms have been submitted.

- D. Disposal of Assets - Fisher Farm Outbuildings

Explanation: A local farmer, and neighbor, has offered to remove and relocate the unused chicken houses from the Fisher Property at no cost to the district.

- E. Special Education Agreement with family

- F. Change Order for the Letort and Eshleman Wiring Project (see page 10)

Change Order 1 - Add \$69,156.00 Gettle, Incorporated

Explanation: Change Order is required for additional work to furnish and install additional cable, mounts and projectors that were missed in the original scope of the project.

MOTION ON THE COMMITTEE OF THE ADMINISTRATIVE ACTION CONSENT

AGENDA ITEM 3A-F: It was moved by Mr. Paitsel 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 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 11).
- B. Leave to the following individuals according to the terms listed:
- Professional Employee
Employee F10 - Family Medical - November 9, 2016 – January 17, 2017
 approximately
Employee F11 - Family Medical - November 2, 2016 – November 15, 2016
Employee F12 - Family Medical - October 25, 2016 – January 30, 2017
 approximately
Employee F13 - Family Medical - October 6, 2016 – October 23, 2016
- Classified Employee
Employee F14 - Family Medical - October 10, 2016 – October 30, 2016
Employee F15 – Family Medical – October 13, 2016 – October 28, 2016
Employee F16 - Family Medical - October 13, 2016 – December 9, 2016
 approximately
- C. Winter Coaches as listed (see page 12)
- D. Resignation of the individuals listed per the effective date:
 Laura E. Heverling, 4th grade at Central Manor - effective November 28, 2016
 Katie E. Weber, Learning Support at Hambright – effective October 17, 2016
 Sandra Shenk, HR Assistant – effective November 1, 2016
- E. Wellness Coordinator – Tom Reustle to receive \$3,000 for his services as Wellness Coordinator for the 2016-2017 school year.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: It was moved by Dr. Frerichs and seconded by Ms. Wert 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 8:47 p.m.

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

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary