

**Minutes
Committee of the Whole
April 18, 2016**

The Penn Manor School Board met in a public workshop: Student Assistance Program beginning at 5:30.

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for the discussion of Personnel: Review details of voting agenda item 4C (Leaves); Student Matter – Special Education Due Process Proceeding.

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 Freidman, Mr. Joseph Fullerton, Mr. J. Kenneth Long, Mr. Jeffrey Lyon, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. David Paitsel was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Dr. Philip Gale, Mrs. Lisa Suydam, Mrs. Tanya Johnson, Mrs. Michelle Henry, Ms. Kara Sangrey, Ms. Julie Yoder, Ms. Julie Yost, Mrs. Liz Binkley, Ms. Sandy Ulmer, Ms. Barbara Seiverling, Mr. Justin Stoltzfus, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary. High school students present included Cece Minnick, Shawn Stone, Collin Rineer, and Matthew Baldwin.

Mr. Long announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 2, 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 April 4, 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, CeCe Minnick and Shawn Stone, gave the student reports to the board. Mr. Long welcomed PMHS freshman Matthew Baldwin who is pursuing the rank of Eagle Scout.

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

The upcoming board development opportunities were reviewed. Mrs. Friedman updated the board on the Facility Committee Meeting held on April 18, 2016 at 8:00 a.m. Mr. Straub updated the board on the CTC JOC meeting.

Dr. Gale introduced Penn Manor High School senior Collin Rineer to be recognized for his outstanding achievement in art. Collin received a Scholastic Art Gold Medal Award in Drawing and Illustration for his entry, *Broken Keys*. Only 1% of all entries nationwide receive this honor. Another entry Collin submitted received an honorable mention. The school board recognized Collin with a resolution read by Mr. Fullerton.

Dr. Leichter and Mr. Johnston discussed the electrical bid for the Conestoga Elementary renovations. The administration is recommending the bid be awarded to the lowest responsive and responsible bidder. Approval for placement of this item on the April 18, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, absent; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Dr. Gale presented information on the AP Capstone program and proposed to begin development of the necessary programming for the 2017-18 school year. Approval for placement of this item on the April 18, 2016 board agenda was approved on a motion by Ms. Wert 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, absent; Mr. Rintz, yes; Mr. Straub, yes, and Ms. Wert, yes.

Mr. Johnston reviewed the 2015-2016 budget results through the first nine months of the fiscal year.

Mr. Johnston reviewed proposed changes to the 2016-2017 proposed budget that have been made since the proposed preliminary budget was passed in January.

The Committee of the Whole adjourned at 8:07 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
April 18, 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 8:08 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, May 2, 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. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Mr. David Paitsel was absent. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Lisa Suydam, Mrs. Tanya Johnson, Mrs. Michelle Henry, Ms. Kara Sangrey, Ms. Julie Yoder, Ms. Julie Yost, Mrs. Liz Binkley, Ms. Sandy Ulmer, Ms. Barbara Seiverling, Mr. Justin Stoltzfus, Lancaster Newspaper reporter, and Mrs. Cindy Rhoades, Board Secretary. High school student Matthew Baldwin was also present.

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 April 4, 2016 meeting. Hearing none, on a motion by Mr. Straub, 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 provided the Treasurer's report for March 2016. He presented for payment the March 2016 bills. It was moved by Dr. Frerichs, and seconded by Mrs. Friedman to approve to authorize payment of bills:

General Fund	\$	5,766,861.58
Food Service Fund	\$	167,699.40
Capital Reserve Fund	\$	15,368.87
2015 Construction Fund	\$	710,810.79
Student Activity Fund	\$	38,080.33

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, absent; Carlton Rintz, yes; 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. Conestoga Elementary School Project – Notice of Intent to Award Bids – The administrative staff is recommending issuing the notice of intent to award bid to the lowest responsive and responsible bidder for the Electrical Contract 2873-4 to Hirneisen Electric, Inc. for the amounts stated for the Conestoga Elementary School new construction/ renovation project (PDE project number 3847). Payment to be made from the 2016 Construction Fund.

Electrical – Hirneisen Electric - \$1,174,000

- B. Penn Manor Virtual School Programming with addition of Edgenuity online course platform for the 2016-2017 school year and the Lancaster-Lebanon Virtual School (LLVS) Contract

Explanation: Edgenuity will provide courses and instructors for Penn Manor virtual school programs. Costs are shared with Hempfield School District as a joint program.

- C. Implementation of the AP Capstone Program for the 2017-2018 school year

Explanation: The administration is recommending approval of the AP Capstone program at Penn Manor High School in 2017-2018 with planning to occur in 2016-2017.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 2A-C: It was moved by Ms. Wert 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, absent; 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. Delta Dental Agreement – The administrative staff is recommending approval of Delta Dental as the district's third-party administrator for dental claims for the period of 7/1/2016 to 6/30/2018 for a fee of 13.0% of claims paid.

Explanation: Delta Dental has been the district's third-party administrator for dental since 1998. The district is self-insured for dental claims and pay a 13.0% administrative fee for all paid claims. The proposed fee represents no increase over the expiring contract

- B. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2016 to 6/30/2017 at a rate of .15% of covered payroll.

Explanation: Income Protection (disability) benefits are provided to all employees eligible for health care benefits, except for long-term substitutes. The level of coverage is defined in the negotiated agreement. The rate was reduced from the previous year.

- C. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2016 to 6/30/2017 at a rate of .08 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

Explanation: Life and AD&D benefits are provided to all active employees eligible for health care benefits. The level of coverage is defined in the negotiated agreement. The rate was reduced from the previous year.

- D. Edulog Data Export Services Agreement - One-time data export and custom file creation services in the amount of \$850.00 (see page 5)

Explanation: Edulog will export and format custom geographic attendance boundary file data for import into the Forecast5 Analytics software system.

- E. Disposal of Assets from Conestoga Elementary School

Explanation: Approval to allow Central American Relief Efforts (CARE) to repurpose furniture and fixtures from Conestoga Elementary building by aiding impoverished areas of Honduras.

- F. Student and Athletic Accident Insurance from American Management Advisors, Inc. at an annual premium of \$25,947 and offering voluntary accident insurance to students at a rate of \$30 per year for school time coverage and \$116 per year for 24 hour per day coverage for the 2016-2017 school year.

Explanation: This policy covers all enrolled students who participate in interscholastic sports including band members, cheerleaders, color guard, student coaches, student trainers, and student managers. Also covered are all non-athletic, interscholastic or co-curricular activities.

- G. Substitute Teaching Services approval of the agreement addendum with Substitute Teacher Service (STS) to provide the District with substitute teachers from July 1, 2016 through June 30, 2017. (see page 6)

Explanation: Beginning with the 2016-17 school year, contracted substitute teachers pay will increase to \$120 per day. The agreement addendum calls for a surcharge of 33%.

- H. Eshleman Roof Restoration from Weatherproofing Technologies, Inc. for \$438,034.14 as per the attached proposal. (see pages 7-11)

Explanation: Weatherproofing Technologies will restore the roof at Eshleman Elementary School per the proposal.

- I. Trane Service Contract – Penn Manor High School – approval of an extended service agreement with Trane for two centrifugal chillers, cooling tower and water treatment at Penn Manor High School effective July 1, 2016 through June 30, 2019, at the costs listed below:

2016-2017	\$20,540
2017-2018	\$21,362
2018-2019	\$22,216

- J. Reliance Communications Renewal Authorization for SchoolMessenger services in the amount of \$11,466.40. (see page 12)

Explanation: Annual maintenance agreement for district SchoolMessenger emergency call notification system and custom mobile app.

- K. Conestoga Elementary Renovation Project PlanCon F, Attachment C for Electric Construction only for PDE project number 3847. (see page 13)

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-K: 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, absent; 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 2015 - 2016 school year (see page 14)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2016 - 2017 school year (see page 15)
- C. Leaves to the individuals according to the terms listed:
Professional Employees:
Employee E36 – Family Medical - August 1, 2016 – October 21, 2016
Employee E37 – Family Medical - August 24, 2016 – October 4, 2016
- D. Retirement of the individuals listed per the effective date:
Carol Witmer, Teacher, Pequea, effective end of 2015-16 school year
Martie Spanitz, Health Room Assistant, Conestoga, effective 6/8/16
- E. Resignations of the individuals listed per the effective date:
Danita Baber, School Psychologist, effective June 21, 2016
Kim Barnett, Enrollment Related Aide, effective 3/28/16
Jesse Dickenson, Custodian, Manor Middle, effective 4/20/16
Amy Stigelman, LTS Teacher, Pequea, effective 4/29/2016

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A,B,D-G: It was moved by Mr. Straub 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 Paitzel, absent; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.
The meeting was adjourned at 8:16 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary