

**Minutes
Committee of the Whole
February 1, 2016**

The Penn Manor School Board met in an Executive Session at 6:35 p.m. for the discussion of personnel (review of voting item 4B) and a student matter (review of voting item 3A)

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. Carlton Rintz Mr. Christopher Straub and Ms. Donna Wert. Mrs. Johnna Freidman 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. Judy Duke, Mr. Dell Jackson, Ms. Melissa Long, Mrs. Wendy Terry, Penn Manor students Dylan Terry, Noah Johnson, and Jacob Johnson Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 Tuesday, February 16, 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 January 19, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon and second by Mr. Fullerton, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long welcomed Penn Manor students Dylan Terry, Noah Johnson and Jacob Johnson who are attending the meeting to fulfill a requirement for a Boy Scout badge for Citizenship in the Community.

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

The upcoming board development opportunities were reviewed. Mr. Straub updated the board on the recent CTC JOC meeting and Finance conference call. Dr. Frerichs thanked Mr. Long for his service on the board of the PSBA Foundation.

Mrs. Duke and Ms. Long provided background information on the district's delinquent real estate tax collections.

Mrs. Duke and Ms. Long reviewed the district's Property Tax Rebate program which was initiated in the 2006-2007 school year. Approval for placement of this item on the February 1, 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, yes; Mr. Straub, yes, and Ms. Wert, yes.

Mr. Reisinger discussed needed updates to the district and school building website themes and reviewed an agreement for redesign work. Approval for placement of this item on the February 1, 2016 board agenda was approved on a motion by Mr. Lyon 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, yes; Mr. Straub, yes, and Ms. Wert, yes.

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

Dr. Leichter reviewed the proposed calendar options for 2016-2017. Approval for placement of this item on the February 16, 2016 board agenda was approved on a motion by Dr. Frerichs 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, yes; Mr. Straub, yes, and Ms. Wert, yes.

The Committee of the Whole adjourned at 7:43 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
February 1, 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 Tuesday, February 16, 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, Mr. Christopher Straub, and Ms. Donna Wert. Mrs. Johnna Friedman 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. Judy Duke, Mr. Dell Jackson, Mrs. Wendy Terry, students Dylan Terry, Noah Johnson, and Jacob Johnson, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 January 19, 2016 meeting. Hearing none, on a motion by Mr. Straub, a second by Ms. Wert, and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report.

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. Property Tax Rebate Program Resolution (see pages 4-9)

Explanation: The Penn Manor Tax Rebate Program has been in effect since the 2006-07 school year. This program is budgeted to supply real estate tax rebate payments totaling \$50,000 to low income residents that are approved for the state rebate program.

B. Capital Projects Budget for 2016-2017

Explanation: As presented in January, the Capital Projects Budget is an outline for capital expenditures expected in the following year.

C. Website Design Agreement with Jonathan Ober to provide website design services as per the proposal at an estimated cost of \$10,500. (see pages 10-11)

Explanation: Mr. Ober will provide custom WordPress theme designs for the Penn Manor School District website, as well as school building websites.

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

- A. Judicial Review Committee Action as cited (enclosure).
- B. Delinquent Real Estate Taxes – ratification of the submission of delinquent real estate and interim taxes (see page 12).

Explanation: Unpaid Real Estate Tax balances are turned over to Lancaster County Tax Claim bureau for collection by the 15th of January.

- C. Pequea Elementary School Renovation Project – PlanCon Part G (Project Accounting Based on Bids) to the Pennsylvania Department of Education for the Pequea Elementary School renovation project (project number 3810) as per the attached (see pages 13-35).

Explanation: Part G, Project Accounting Based on Bids, is concerned with the actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G.

- D. Acknowledgement of a Memorandum of Understanding (MOU) with Penn Manor Education Association effective January 27, 2016 to June 29, 2017 (see page 36)

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-D: 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 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 pages 37)
- B. Leave to the individuals according to the terms listed:

Professional Employees:

Employee E25 – Designated Family Medical – Nov. 24, 2015 – January 17, 2016

Employee E26 – Designated Family Medical - January 18, 2016 – February 5, 2016

- C. Parent Literacy Workshops – The administrative staff is recommending the approval of the following individuals to be paid at the professional rate for up to 4 hours to conduct Parent Literacy Workshops during the 2015-2016 school year.

Patricia Shover	Kate Cox
Johanna Treier	Emily Wise
Laura Heverling	Amy Wiggins
Heather Piatt	Becca Eichler
Jerrell Birch	Carol Purzycki
Kim Garvey	Lorien Gilbert
Stacey Brinkman	Amy Wall
Amy Flores	Nancy Jo Johnson
Patrice O'Brien	Kathy Ashworth
Joan Manchak	Theresa Nimo
Danielle Gwyn	Dianne Bitts
Amy Niemkiewicz	Melissa Mulder
Chris Harzinski	Lori Longenecker
Kimberly Juba	Valerie Lutter

Explanation: Elementary schools present a series of evening parent literacy workshops through the school year, working with mostly preschool aged and primary children and their parents on readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- D. Resignation of the individuals listed per the effective date:
 Janice Lauris, Substitute Nurse Assistant, effective 1/14/16
 Jon Bittenbender, AV Position, Manor Middle, effective 1/22/16
- E. Retirement of the individual listed per the effective date:
 Vickie Badorf, Health Room Assistant, Central Manor—LPN, effective 6/8/16

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-E: 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, abstained; Jeffrey Lyon, yes; David Paitsel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 7:55 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary