

**Minutes
Committee of the Whole
January 3, 2017**

The Penn Manor School Board met in an Executive Session at 6:00 p.m. for the discussion of Personnel (leaves, resignations, Terms & Conditions of Employment for the Superintendent of Schools); Student Matter (judicial review); Legal (review of legal agreement to resolve PMSD vs. C.J. – No. 16-5311); and Labor Negotiations Update.

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. Mr. Carlton Rintz arrived at 7:33 p.m. Mrs. Johnna Friedman was absent. Present from the administrative staff were Dr. Michael Lechlitter, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Connie Jackson, Mr. Brian Malek, Mrs. Michele Transue, Hambright Elementary teachers – Ms. Maggie Kyper, Mrs. Amy Bittenbender, and Mrs. Beth Martin, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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 Tuesday, January 17, 2017, at 7:00 p.m. in the Board Room of the Manor Middle School. A 5:00 p.m. Tax Rebate Workshop will be held prior to the meeting in the same location and is open to the public.

Central Manor Elementary sixth grade students Wyatt Rohrer and Ben Hermansen led the flag salute.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the December 5, 2016, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Lyon and second by Mr. Straub, and a unanimous voice vote, the Minutes were approved as printed.

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

Mr. Straub reported on the December LCCTC reorganization meeting. He was elected Vice-Chairman. Ms. Wert reported on the December Lancaster County Academy meeting. She will continue to serve as Secretary. The upcoming board development opportunities were reviewed.

Dr. Lechlitter reviewed the updates on his second quarterly report for the 2016-2017 school year with the focus on Community Relations Planning.

Dr. Lechlitter and Mr. Reisinger discussed student enrollments in both external cyber schools as well as the Penn Manor Virtual School program.

Dr. Egan reviewed current enrollment numbers in the elementary schools and discussed the implications.

Dr. Egan discussed the timeline for textbooks and anticipated purchases.

Mr. Long reviewed the list of committee assignments for the 2017 calendar year including both board and president appointed positions.

Dr. Leichter and Mr. Straub presented the proposed Lancaster County CTC budget for the 2017-2018 school year. Approval for placement of this item on the January 17, 2017, 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, 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 presented proposed amendments to the EHCC agreement. Approval for placement of this item on the January 3, 2017, 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.

The Committee of the Whole adjourned at 8:27 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
January 3, 2017

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 8:28 p.m.

Mr. Long announced that the next scheduled meeting will be held on Tuesday, January 3, 2017, 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, Mr. Chris Johnston, Dr. Jerry Egan, Mr. Charlie Reisinger, and Dr. Theresa Kreider. Also in attendance for the meeting: Mrs. Connie Jackson, Mr. Brian Malek, Hambright Elementary teachers – Ms. Maggie Kyper, Mrs. Amy Bittenbender, and Mrs. Beth Martin, Dr. Ann Marie Steele, Lancaster Newspaper correspondent, 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 December 5, 2016 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Straub and a unanimous voice vote, the Minutes were approved as printed.

Dr. Leichliter provided the Superintendent's report. He reminded the board of the upcoming Athletic Wall of Honor dinner. He also reported that a school district from Tennessee looking to improve their special education department will be visiting Penn Manor in February to observe our teachers.

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

General Fund	\$	3,181,390.54
Food Service Fund	\$	152,503.93
Capital Reserve Fund	\$	11,087.00
2015 Construction Fund	\$	14,214.25
2016 Construction Fund	\$	1,291,845.83
Student Activity Fund	\$	147,468.43

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 the Committee of the Whole Meeting – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Owner's Representative Services for the High School Renovation - Selection of Warfel Construction as per the attached agreement. (see pages 4-6)

Explanation: After completing a Request for Proposal process (RFP), Warfel Construction is the finalist for the position of "Owner's Representative" for the upcoming Penn Manor High School Renovation/Construction process.

- B. Lancaster County Career & Technology Center Representatives appoint Chris Straub as representative to the Lancaster County Career & Technology Center and Joe Fullerton as alternate.
- C. Lancaster County Academy Representatives appoint Donna Wert as representative to the Lancaster County Academy Joint Operating committee and David Paitsel as alternate.
- D. Lancaster County Tax Collection Bureau Representative – election of Christopher L. Johnston and Judy Duke (alternate) as representatives to the Lancaster County Tax Collection Bureau.
- E. Employee Health Care Cooperative (EHCC) Amended Agreement – amended as presented.

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

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, 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 Actions as cited (enclosure)
- B. JAMF Software License Agreement in the amount of \$2,512.00 for a one –year period effective January 9, 2017 (see page 7)

Explanation: The agreement is for a software management suite in use across the district network since 2007. A total of 157 staff Mac laptops are covered under this agreement.

- C. Legal agreement with family of a special education student.
- D. McCarty & Son, Inc. – HS Football Field Lighting in the amount of \$4,952.00 (see page 8)

Explanation: Replace defective light panel at high school football field

- E. Hummer Turfgrass System – JV Baseball Field in the amount of \$3,852.00 (see page 9)

Explanation: the pitcher's mound on the JV baseball field at Comet Field needs to be rebuilt per PIAA specifications.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-E: It was moved by Ms. Wert and seconded by Mr. Straub 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 10-11)

- B. Leave to the individuals according to the terms listed:

Professional Employees

Employee F27 – Family Medical - on or before February 6, 2017 – April 30, 2017

Child Rearing - May 1, 2017 – end of 2016-2017 school year

Employee F28 – Intermittent Family Medical- December 17, 2016 – January 16, 2017

Family Medical - January 17, 2017 – January 18, 2018

Employee F29 – Child Rearing - January 17, 2017 – end of 2016-2017 school year

Employee F30 – Child Rearing - January 5, 2017 – end of 2016-2017 school year

Employee F31 – Family Medical – January 24, 2017 – April 24, 2017 approximately

Classified Employees

Employee F32 – Family Medical – October 31, 2016 – December 19, 2016 [half-days]

Employee F33 – Family Medical - May 9, 2016 – September 4, 2016

- C. Resignation of the individuals listed per the effective date:

Cynthia Lonergan, High School, Social Studies teacher – effective December 16, 2016

Joan Manchak, Central Manor, Learning Support teacher – effective January 13, 2017

Dawn Pearce, Pequea Elementary, Health Room Nurse – effective December 9, 2016

Amber Adams, Martic Elementary, Cafeteria Aide – effective December 31, 2016

Ricky Habel, Letort Elementary, FT Custodian – effective December 23, 2016

- D. Sabbatical Change

Beth A. Martin is requesting to rescind her sabbatical for second semester of the 2016-2017 school year.

- E. Athletic Worker for 2016-2017

Kelly DiCamillo

- F. Volunteer Listing for 2016-2017 (enclosure)

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-F: It was moved by Mr. Fullerton 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 Paitzel, 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. Employment of the individual listed per the effective date for the 2016-2017 school year

Willcox, Lindsay A. – elementary/secondary professional employee, full-time, permanent position, Masters' +30 Degree, 7 years' experience, Step 7, \$55,877 +\$1,200 = \$57,077, prorated pending release date from previous employer and receipt of required documents. Assignment: Speech and Language Impaired N-12 Teacher/Multi-Buildings TBD

Mrs. Willcox graduated from Pennsylvania State University with a B.S. in Communication Sciences and Disorders and earned her Masters' Degree in May 2010. Lindsay was employed by the School District of Lancaster from 2010 through 2014 and Donegal School District from 2014 to present.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 5A: 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, absent; Joseph Fullerton, yes; J. Kenneth Long, yes; Jeffrey Lyon, yes; David Paitzel, yes; Carlton Rintz, yes; Christopher Straub, yes; and Donna Wert, yes.

The meeting was adjourned at 8:35 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary