

**Minutes
Committee of the Whole
May 15, 2017**

The Penn Manor School Board met in an Executive Session at 6:30 p.m. for Personnel (leaves, 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, 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. Cheryl Shaffer, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mrs. Lauren Stadel, Dr. Jen Sugra, Ms. Sarah Repkoe, Ms. Karen Devine, Mr. Brian Wallace, 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, June 5, 2017, at 7:00 p.m. in the Board Room of the Manor Middle School.

Pequea Elementary students Karter Mendenhall, Catherine Rittenhouse, and Ashlyn Brenneman attended the meeting to lead the flag salute.

Mr. Long asked the committee if there were any additions or corrections to the Minutes of the May 1, 2017, Committee of the Whole Meeting. Hearing none, on a motion by Mr. Straub and second by Mr. Paitsel, and a unanimous voice vote, the Minutes were approved as printed.

Mr. Long asked for any Citizen's Comments. Zachary Gager, 1 Maplewood Circle, Willow Street, PA addressed the board requesting that seniors entering the military after graduation be permitted to wear either military sashes or red, white and blue cords at commencement. Mike Gager, same address, spoke in support of his son's request.

The upcoming board development opportunities were reviewed.

Karen Devine from PSBA was introduced and gave an overview of the services offered by PSBA to school districts.

Mrs. Lauren Stadel from RBC Capital Markets, LLC presented follow-up information on a refinancing of the Series 2014 Bonds and Series 2013A note followed by a discussion regarding financing options available to the School Board for the Penn Manor High School project.

Dr. Egan and Dr. Sugra reviewed the upcoming Pre K Counts grant application process and implications for Penn Manor for the 2017-2018 school year.

Mr. Johnston reviewed the proposed final budget for 2017-2018.

The Committee of the Whole adjourned at 8:23 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 15, 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 8:24 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 5, 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 Lechlitter, Mr. Chris Johnston, Dr. Cheryl Shaffer, Dr. Jerry Egan, and Mr. Charlie Reisinger. Also in attendance for the meeting: Ms. Sarah Repkoe, Ms. Karen Devine, Mr. Brian Wallace, 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 May 1, 2017 meeting. Hearing none, on a motion by Dr. Frerichs, a second by Mr. Lyon and a unanimous voice vote, the Minutes were approved as printed.

Dr. Lechlitter provided the Superintendent's report.

Mr. Johnston presented for payment the April 2017 bills. It was moved by Mr. Fullerton and seconded by Mr. Straub to approve to authorize payment of bills:

General Fund	\$	3,010,428.09
Food Service Fund	\$	124,568.39
PMSD Capital Reserve Fund	\$	136,296.47
PSDLAF Capital Reserve	\$	3,574.71
2016 Construction Fund	\$	1,441,909.78
Student Activity Fund	\$	44,396.87

The following call vote was taken on this motion: Richard Frerichs, yes – abstained from check #32264; 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 – abstained from check #32370.

Item 1. **Review of School Board Meeting Agenda** – Mr. Long

Item 2. **Consent Agenda for the Committee of the Whole Meeting** – The committee is recommending approval of the following: (ROLL CALL)

- A. Renewal of the Open Campus Intermunicipal Cooperative Agreement
- B. Adoption of the 2017-2018 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2017-2018 listing expenditures in the amount of \$83,031,711.
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 19, 2017 for consideration of the final budget
- C. The Lancaster County Academy Proposed Budget for 2017-2018

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

It was moved by Mrs. Wert and seconded by Mr. Paitsel 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. Approval of Graduates – The members of the Class of 2017 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Ratification of IU Bid Awards as cited for 2017-2018 (see page 6)
 - IU Copy Paper
 - IU Athletic/Trainer/Medical Supplies
 - IU Custodial
- C. Tax Exonerations as cited (see page 7)
- D. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2017-2018 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- E. IU13 Job Training Services contract for Job Training services provided by IU13 for the 2017- 2018 school year

Explanation: This contract is based upon preliminary unit costs of \$363.75 per day in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- F. IU13 Occupational/Physical Therapy Services provided by IU13 for the 2017-2018 school year

Explanation: This contract is based upon preliminary unit costs of \$109.50 per hour in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- G. IU13 Speech/Language Services provided by IU13 for the 2017-2018 school year

Explanation: This contract is based upon preliminary unit costs of \$109.50 per hour in the 2017-2018 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records. (This service will be provided only to Penn Manor students in placements outside of the Penn Manor School District.)

- H. Production Express (see page 8)

Explanation: Commencement video production services at F&M.

- I. New Story – Extended School Year

Explanation: Three students will receive extended school year services at a cost of \$375 per day per student.

- J. PSBA All Access Package – Membership in the Pennsylvania School Boards Association, Inc. for the 2017-2018 school year and payment of membership dues in the amount of \$15,025.00

Explanation: The rate is unchanged from last year.

- K. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2017 to 6/30/2018 at a rate of .14% 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.

- L. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2017 to 6/30/2018 at a rate of .07 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.

- M. Trane Service Contract – Manor Middle School - service agreement with Trane for the building automation services and HVAC equipment at Manor Middle School effective July 1, 2017 through June 30, 2020, at the costs listed below:

2017-2018	\$53,779
2018-2019	\$55,930
2019-2020	\$58,167

- N. Trane Service Contract – Penn Manor High School - service agreement with Trane for the building automation services at Penn Manor High School effective July 1, 2017 through June 30, 2020, at the costs listed below:
- | | |
|-----------|----------|
| 2017-2018 | \$33,123 |
| 2018-2019 | \$34,448 |
| 2019-2020 | \$35,826 |
- O. Choice Security Proposal – Agreement to supply video upgrades and security card access to Comet Fieldhouse and to the district maintenance facility per the attached proposal as part of the approved Capital Projects Plan. (Payment to be made from the Capital Reserve Fund)
(see pages 9-11)
- P. Conestoga Elementary Project Change Orders
Change Order 4 – Add \$31,714.15 Perrotto Builder's Ltd. (General Contractors)
- PCO #42 – Soffit in Academic Commons per ASI #17 - \$998.17*
 - PCO #46 – Masonry Infills per RFI CG #101 - \$1,364.45*
 - PCO #54 – Deck steel supports per RFI CG #119 - \$2,329.40*
 - PCO #55 - Glazed block infill in B per CRA direction - \$1,005.67*
 - PCO #57 – Deck steel supports in D per RFI GC #124 - \$5,079.73*
 - PCO #59 – Metal panel changes per RFI CC #91 - \$1,085.50*
 - PCO #60 – Vandalism damage repairs - \$6,202.35*
 - PCO #63 – Joist changes per RFI GC #86 - \$4,116.98*
 - PCO #72 – Gym floor leveling due to existing conditions - \$9,531.90*

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-P: 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 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 12)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2017-2018 school year (see page 13)
- C. Leaves to the individuals according to the terms listed
- Professional
 - Employee F48 - Family Medical - April 21, 2017 – June 7, 2017*
 - Employee F49 - Family Medical - April 19, 2017 – June 7, 2017 [3 hours/day p.m.]*
 - Employee F50 - Family Medical - May 1, 2017 – August 20, 2017*
 - Classified
 - Employee F51 - Family Medical - April 13, 2017 – July 5, 2017*

- D. Professional Leaves – of the individuals listed, for the 2017-2018 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1. (see page 14)

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

- E. STS Guest Teacher Listing (see page 15)
- F. Act 86 – Locally Issued Day to Day Substitute Permits for the 2016-17 school year:
Sara Gonzalez
- G. Resignation of the individuals listed below:
Dale Wile, PT Custodian at Central Manor, effective 5/12/17
Jillian B. Pechiro, 4th grade at Pequea, effective August 20, 2017
- H. Secondary Coordinator Job Description (see pages 16-17)
- I. PM Virtual School Learning Facilitator Job Description (see pages 18-19)
- J. Systems Administrator Job Description (see pages 20-21)

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D and F-J: It was moved by Mr. Straub and seconded by Ms. Wert 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.

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4E: 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 Paitzel, yes; Carlton Rintz, yes; Christopher Straub, abstained; and Donna Wert, yes.

The meeting was adjourned at 8:32 p.m.