

**Minutes
Committee of the Whole
May 16, 2016**

The Penn Manor School Board met in a public workshop for the high school master plan beginning at 5:00 p.m.

The Penn Manor School Board met in an Executive Session at 6:15 p.m. for the discussion of Personnel: Evaluation of the Superintendent – determination of final rating; Review of voting agenda item 4C (Leaves); Student Matter – 3B (Hearing) on the voting agenda.

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. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mrs. Theresa Chiodi, Dr. Melissa Mealy, Mrs. Amy Wall, Mrs. Melissa Ostrowski, Ms. Patrice O'Brien, Ms. Maggie Cantrell, Dr. Kim Garvey, Ms. Heather Wigerman, Ms. Sandy Ulmer, Ms. Casie Saxton, Ms. Lorien Gilbert, Ms. Carol Purzycki, Mr. Erick Dutchess, Ms. Alisha Gerhart, Ms. Molly Miller, Ms. Nancy Nadig, Mr. Dell Jackson, Mr. Denny Coleman, Ms. Christine Brubaker, Mr. Richard Bauder, Mr. Claire Becker, Mr. Andre Martin, Mr. Ralph Simpson, Ms. Colleen Dorsey, Lancaster Newspaper reporter, Mr. Brian Wallace, and Mrs. Cindy Rhoades, Board Secretary. High school students attending included Ray Gerner, Zach Schucker, and Peyton Cassel.

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 6, 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 May 2, 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 if there were any Citizen's Comments. Christine Brubaker and Richard Bauder individually addressed the board regarding the high school master plan.

The upcoming board development opportunities were reviewed. Dr. Frerichs encouraged board members to fill out the PSBA Member Survey.

Dr. Mealy introduced Penn Manor High School freshman Peyton Cassel to be recognized for her outstanding achievement in writing. Peyton received a Scholastic Writing Silver National Medal for her collection of poems.

Mrs. Miller introduced Penn Manor High School sophomore Zach Schucker and freshman Ray Gerner to be recognized for earning first place in Technology Problem Solving at the Pennsylvania State Technology Students Association competition and qualifying for the National TSA competition.

Dr. Mealy and Mrs. Wall reviewed the aspects of the instructional coaching program at Penn Manor and the benefits of the instructional program.

Mrs. Ostrowski and Dr. Shaffer reviewed changes to the Career Cruising program, as well as changes to the high school transcript processing. Approval for placement of this item on the May 16, 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, yes; Mr. Fullerton, yes; Mr. Long, yes; Mr. Lyon, yes; Mr. Paitsel, yes; Mr. Rintz, yes; Mr. Straub, yes and Ms. Wert, yes.

Dr. Egan reviewed current building enrollments and the impact on class sizes across the seven elementary buildings. The administration will seek board direction to include three elementary classroom positions for class size reduction and one technology education position for the first phase of master schedule improvements in the final district budget.

Mr. Johnston reviewed the 2016-2017 proposed final budget.

Dr. Leichter and Mr. Johnston reviewed with the board the options for the proposed high school renovation project. The discussion focused on pros/cons of the four options.

The Committee of the Whole adjourned at 8:51 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 16, 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 8:52 p.m.

Mr. Long announced that the next scheduled meeting will be held on Monday, June 6, 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. David Paitsel, Mr. Carlton Rintz, Mr. Christopher Straub, and Ms. Donna Wert. Present from the administrative staff were Dr. Michael Leichliter, Dr. Jerry Egan, Dr. Cheryl Shaffer, Mr. Chris Johnston, Dr. Theresa Kreider, and Mr. Charlie Reisinger. Also in attendance for the meeting: Mrs. Theresa Chiodi, Ms. Patrice O'Brien, Ms. Maggie Cantrell, Ms. Sandy Ulmer, Ms. Lorien Gilbert, Mr. Erick Dutchess, Ms. Alisha Gerhart, Ms. Molly Miller, Mr. Dell Jackson, Ms. Christine Brubaker, Mr. Richard Bauder, Mr. Claire Becker, Mr. Andre Martin, Mr. Ralph Simpson, Ms. Colleen Dorsey, Lancaster Newspaper reporter, 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 May 2, 2016 meeting. Hearing none, on a motion by Mr. Straub, a second by Mr. Lyon, 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 April 2016. He presented for payment the April 2016 bills. It was moved by Mr. Fullerton, and seconded by Mr. Lyon to approve to authorize payment of bills:

General Fund	\$	3,533,068.68
Food Service Fund	\$	128,951.22
Capital Reserve Fund	\$	6,865.68
2015 Construction Fund	\$	1,609,573.08
Student Activity Fund	\$	67,209.96

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 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. The Lancaster County Academy Proposed Budget for 2016-2017
- B. Adoption of the 2016-2017 Penn Manor School District Proposed Final Budget
 - 1. Adoption of a proposed final budget for 2016-2017 listing expenditures in the amount of \$80,489,646.
 - 2. Adoption of the resolution authorizing the advertising of the tentative budget and setting the date of June 20, 2016 for consideration of the final budget (see pages 5-6)
- C. Career Cruising Program at a cost of \$4,145.00 (see page 7)

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

It was moved by Ms. Wert 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, 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 2016 to receive their diplomas provided that they have met the necessary criteria as established by the board policy to be considered as graduates.
- B. Judicial Review Committee Actions as cited (see enclosure)
- C. Ratification of IU Bid Awards as cited for 2016-2017 (see page 8)
 - IU Copy Paper
 - IU Athletic/Trainer/Medical Supplies
 - IU Custodial
- D. Tax Exonerations as cited (see page 9)
- E. Special Education Contract with Intermediate Unit 13 to provide special education services, special education support services in 2016-2017 and to set hourly rates for services for interpreters, physical therapy and occupational therapy.
- F. IU13 Job Training Services contract for Job Training services provided by IU13 for the 2016- 2017 school year

Explanation: This contract is based upon preliminary unit costs of \$356.25 per day in the 2016-2017 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 Occupational/Physical Therapy Services provided by IU13 for the 2016-2017 school year

Explanation: This contract is based upon preliminary unit costs of \$104.75 per hour in the 2016-2017 school year. Reconciliation will be done at the end of the school year to adjust the costs based upon actual expenditures and membership records.

- H. IU13 Speech/Language Services provided by IU13 for the 2016-2017 school year

Explanation: This contract is based upon preliminary unit costs of \$104.75 per hour in the 2016-2017 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.)

- I. Production Express (see page 10)

Explanation: Commencement video production services at F&M.

- J. New Story – Extended School Year

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

- K. Tuition Free Seniors for the remainder of the 2015-2016 school year.
Daniel Wolf
Blake Chisholm

- L. Quality Assurance Program Testing agreement with QA+, Inc. to provide testing and inspection services for the Conestoga renovation project in the amount of \$200,370.00 to be paid from the 2016 Construction Fund.

Explanation: Testing services for the Conestoga renovation project would include Soils & Earthwork, Building Structure, HVAC Testing, Adjusting & Balancing, Indoor Air Quality Monitoring, and HVAC Commissioning.

- M. PSBA All Access Package – Membership in the Pennsylvania School Boards Association, Inc. for the 2016-2017 school year and payment of membership dues in the amount of \$15,025.00

Explanation: Last year was the first year the district contracted for the All Access Package. The district realized savings of approximately \$1,700.00.

- N. Austill's Rehabilitation Services, Inc. Contract – Approval of the extension of the Austill's contract providing OT/PT services through 6/30/2019.

Explanation: The original contract was negotiated in 2005 and extended through 2016. This new extension calls for rates to move from \$58.56 in 2016-17 to \$59.41 for 2017-18, \$60.26 for 2018-19. Assistant rates will be \$49.06 for 2016-17, \$49.91 for 2017-18 and \$50.76 for 2018-19.

- O. Professional Services agreement with Diehm & Sons to provide as-built drawings of Comet Field in the amount of \$6,500 to be paid from the Capital Reserve Fund (see pages 11-13)

Explanation: As-built drawings are needed to close out the inspection process for the work that has been conducted at Comet Field for the past several years and are required by Lancaster Township.

MOTION ON THE ADMINISTRATIVE ACTION CONSENT AGENDA ITEM 3A-O: 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 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 14)
- B. Employment and Change in Status of the individuals listed per the effective date for the 2015-2016 school year (see page 15)
- C. Leaves to the individuals according to the terms listed
- Professional
- Employee E42* - Family Medical on or before Sept. 6, 2016 – December 5, 2016
- Employee E43* - Family Medical on or before August 25, 2016 – Nov. 16, 2016
- Employee E44* - Family Medical on or before August 22, 2016 – Nov. 11, 2016
- Employee E45* - Family Medical May 3, 2016 – May 13, 2016 [approximately]
- Employee E46* - Family Medical - April 8, 2016 – April 18, 2016
- Employee E47* - Intermittent Family Medical - April 11-15, 2016; April 21-22, 2016; April 25-29, 2016 [12 days]
- Employee E48* - Child Rearing - Semester 1 of the 2016-17 School Year
- Classified
- Employee E49* - Intermittent Family Medical - approximately 4-6 days per calendar year
- D. Resignation of the individual listed below with the effective date:

Kieran Strosser, ERA for Martic—effective 6/8/16
Bobbi Jo Bland, ERA for Central Manor—effective 6/8/16

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-D: It was moved by Mr. Paitsel and seconded by Mr. Straub 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 8:59 p.m.

Mr. J. Kenneth Long, President

Cindy Rhoades, Board Secretary