

Agenda – Committee of the Whole
Penn Manor School District
Monday, April 18, 2011
Manor Middle School – Board Room

EXECUTIVE SESSION

(6:00 – 6:45)

Superintendent’s Evaluation

Personnel

Student Matters

COMMITTEE OF THE WHOLE

7:00

CALL TO ORDER:

Dr. Frerichs

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on Monday, May 2, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

Name and Address

APPROVAL OF MINUTES:

April 4, 2011

<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT:

Katie Maisel and Evan Bigler

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.

(7:15 – 7:45)

Special Education Plan – Dr. Kreider

Explanation: The special education plan defines services and must be submitted to the state every three years

Approval for Placement on April 18 School Board Meeting Agenda

Item 2.
(7:45 – 7:55)

Second Reading of the Revised Board Policies – Dr. Leichliter

Explanation: A second reading of PSBA proposed changes will be presented for a second reading.

Approval for Placement on April 18 School Board Meeting Agenda

Item 3.
(7:55 – 8:55)

2011 – 2012 Revised Calendar – Dr. Leichliter
(see page 4)

Explanation: Changes are being proposed as a result of the recently adopted negotiated agreement with the professional staff.

Approval for Placement on April 18 School Board Meeting Agenda

Item 4.
(8:55 – 9:15)

Impact of Employee Group Wage Freezes – Mr. Johnston

Explanation: Mr. Johnston will review the monetary impact of the administrator, teacher, and support staff wage freezes on the 2011-2012 budget.

Approval for Placement on May 2 School Board Meeting Agenda

Item 5.
(9:15 – 9:45)

Hambright Options Presentation – Dr. Leichliter, Mr. Johnston,
Mr. Coleman, and Mr. Long

Explanation: The administrative staff will review the options regarding either renovating Hambright or replacing the structure presented at previous community meetings. The board facility committee will then review its recommendations for a final community presentation at the May 2 Committee of the Whole meeting with a final board vote on May 17. The committee will also review their recommendation regarding the two options..

Information Only

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

Any individual or group wishing to address the Board of School Directors may do so at each meeting during the agenda item titled Citizen's Comments. At this time the President will ask if any district resident or taxpayer wishes to address the Board of School Directors. If so, the following procedures shall be followed:

- The resident or taxpayer wishing to speak will be recognized by the President and then state his/her name and address.
- The speaker may choose to speak at that time or request a delay until specific agenda item is before the Board of School Directors for consideration.
- Comments shall be limited to no more than five minutes.
- The chair may limit repetitive comments.
- The right to comment is for the purpose of addressing the Board of School Directors, not for asking questions of the directors or persons employed by the Penn Manor School District.
- Vulgar, abusive, obscene, profane language, defamatory remarks will not be permitted.

Adopted: March 7, 2011
 Revised: April 18, 2011

Penn Manor School District 2011 - 2012 Calendar

August 2011

M	T	W	T	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17/18/19 Elem Req'd Days
 23/24/25 District Req'd Days
 29-First Student Day
 3-Elem 3-Sec

February 2012

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

3-K-12 Early Dismissal
 17-Snow Day/Vacation
 20- Presidents' Day
 24-K-12 Early Dismissal
 19-Elem 19-Sec

September 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2-Vacation
 5-Labor Day Vacation
 16-HS/Elem Erly Dismissal
 23-MS Erly Dismissal
 20-Elem 20-Sec

March 2012

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12-Snow Day/Vacation
 23-District Early Dismissal
 21-Elem 21-Sec

October 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7-K-12 Early Dismissal
 10-Columbus Day/Vacation
 20-Elem 20-Sec

April 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

5-Snow Day/Vacation
 6-Good Friday/Vacation
 9-Snow Day/Vacation
 23-Vacation for Staff & Pupils
 24-In-Service
 16-Elem 16-Sec

November 2011

M	T	W	T	F
	1	2	3	4
8	9	10	11	12
14	15	16	17	18
21	22	23	24	25
28	29	30		

7-Vacation
 8-Elementary In-Service
 16,17,18 Early Dismissal
 24-28-Thanksgiving Vac.
 17-Elem 18-Sec

May 2012

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18-K-12 Early Dismissal
 28-Memorial Day
 22-Elem 22-Sec

December 2011

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

9-K-12 Early Dismissal
 23-K-12 Early Dismissal
 26-30-Christmas Vacation
 17-Elem 17-Sec

June 2012

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15

7-Last Day
 5-Elem 5-Sec

January 2012

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

13-Elem Early Dismissal/Sec In-Service
 16-Martin Luther King
 21-Elem 20-Sec

Key

- Required Day
- Vacation/In-Service
- Vacation for Staff & Pupils
- △ Snow Day/Vacation
- Early Dismissal
- Elem Early Dismissal/Sec In-Service
- ┌ First Day - Pupils
- └ Last Day - Pupils

Full In-Service Days in Calendar
 In-Service Days Before Open
 Built-In Snow Days

Teacher 189
 Student 181
 Days 1st semester
 Days 2nd semester

Agenda – School Board Meeting
Penn Manor School District
Monday, April 18, 2011
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

PRAYER AND FLAG SALUTE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, May 2, 2011 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: April 4, 2011
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: March 2011
<http://www.pennmanor.net/blog/category/tr/>

PAYMENT OF BILLS: March 2011
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,911,885.90
Cafeteria Fund	\$	14,638.19
Capital Reserve Fund	\$	32,491.20
2010 Construction Fund	\$	755,277.01
Student Activity Fund	\$	24,128.41

Item 1. **Review of School Board Meeting Agenda** – Dr. Frerichs

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

A. The Intermediate Unit 13 General Operating and Instructional Materials Services Budgets for the 2011-2012 school year.

B. “Final Reading” of the following Revised School District Policies: (see packet)

Section: Local Board Procedures

- #004 – Membership
- #005 – Organization
- #006 – Meetings
- #007 – Policy Manual Access

Section: Programs

- #103 – Nondiscrimination in School and Classroom Practices
- #103.1 – Nondiscrimination – Qualified Students with Disabilities
- #104 – Nondiscrimination in Employment and Contract Practices
- #113.1 – Discipline of Students with Disabilities

Section: Pupils

- #203 – Immunizations and Communicable Diseases
- #227 – Controlled Substances/Paraphernalia
- #210.1 – Possession/Use of Asthma Inhalers Epinephrine Auto-Injectors
- #247 – Hazing
- #248 – Unlawful Harassment
- #249 – Bullying/Cyberbullying

Section: Employees

- #348 – Unlawful Harassment

Section: Finances

- #601 – Fiscal Objectives
- #619 – District Audit

Section: Property

- #718 – Service Animals in Schools

Section: Community

- #904 – Public Attendance at School Events
- #907 – School Visitors

C. The Revised 2011-2012 School District Calendar – (see page 5)

D. Special Education Plan

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

- A. Budget Transfers listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- B. Tuition Free Senior for the Remainder of the 2010-2011 School Year – Nesha Stoltzfus
- C. Calendar Design and Production Contract with Gannett Co., Inc. d/b/a Clipper Magazine for the 2011-2012 school year as per the terms cited in the attached agreement (see pages 6 – 7)

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Employment or Change in Status (*) of the individuals listed per the effective date.
 - Paul Harnish, custodian, 8 hours per day, 261 days, at \$9.90, effective 4/11/11
 - Tiffany Kiem, playground aide, 1.5 hours per day, 180 days, at \$9.02, effective 4/11/11
- B. Leaves to the individuals according to the terms listed.
 - Professional:
 - Employee C1 – Family Medical, August 24, 2011 – November 15, 2011
 - Employee D1 – Intermittent Family Medical, April 11, 2011 – April 10, 2012
 - Classified:
 - Employee E1 – Designated Family Medical – January 28, 2011 – April 21, 2011
 - Employee F1 – Designated Family Medical – March 11, 2011 – April 10, 2011
 - Employee G1 – Designated Family Medical – March 11, 2011 – April 3, 2011
- C. Resignations of the individuals listed per the effective date.
 - Claudia Salas, playground aide, effective April 8, 2011
 - Amy Spina, learning support teacher, effective no later than May 31, 2011
- D. Retirements of the individuals listed per the effective date.
 - Dolores Myers, health room technician, effective the end of the 2010-2011 school year
 - Ruth Frey, learning support aide, effective the end of the 2010-2011 school year
- E. Substitute teachers within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list.
 - Sara R. Evans-Bodde
 - Karla M. Honeywell
 - Kristie O. Kroll
 - Jennifer A. White
- F. Volunteer Coaches – Zach Krause as a volunteer Boys Volleyball coach for the 2011 season.
 - Morgan Martelle as a volunteer Track and Field coach for the 2011 season.

G. Appointment – Cindy Rhoades as substitute Board Secretary.

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Full In-Service Days in Calendar
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 Built-In Snow Days

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 Student 181
 Days 1st semester
 Days 2nd semester

CALENDAR DESIGN AND PRODUCTION AGREEMENT

This Calendar Design and Production Agreement is made this 1st day of April 2011, by and between **PENN MANOR SCHOOL DISTRICT** (hereinafter "Penn Manor") and **GANNETT CO., INC. d/b/a CLIPPER MAGAZINE**, a corporation (hereinafter "Clipper").

Background. Penn Manor has contracted with Clipper to supply the school calendar for the school years 2000-2011. As a result of the success of those projects, Penn Manor would like to engage Clipper to supply Penn Manor's school calendar for the 2011-2012 school year. Clipper is to provide products and services to accomplish the design, production and printing of calendars of similar size and page count as the 2010-2011 school calendar.

IN CONSIDERATION of the mutual covenants contained herein and intending to be legally bound, the parties agree as follows:

1. Clipper shall be responsible for the design, production and printing of Penn Manor's annual school calendar for 2011-2012.
2. Penn Manor shall be responsible for providing Clipper with all of the school-related information that Penn Manor desires to have included in the calendar within the time frames established by Clipper. Penn Manor shall review one or more proofs of the school calendar and shall be solely and fully responsible for determining the accuracy and completeness of all information contained in the school calendar including, without limitation, the dates and locations of school events and reproduction of school policies and procedures. Penn Manor shall designate one representative who shall be responsible for providing all requested information and approvals to Clipper.
3. Clipper shall bear the primary economic risk of designing, producing and printing the school calendar and therefore shall receive a substantial portion of the economic benefit or Revenue from the school calendar. However, Penn Manor shall pay to Clipper \$2,500 upon delivery of the calendars. Further, if Revenue exceeds \$16,500 for any school calendar, Clipper shall pay to Penn Manor ten percent (10%) of the Revenue received over \$16,500. If Revenue is not at least \$10,500 from any school calendar, Penn Manor shall pay to Clipper the difference between \$10,500 and the Revenue received. The word "Revenue" shall mean all proceeds received by Clipper from the sale of advertising in each school calendar and all other proceeds received by Clipper from the inclusion of material in the school calendar or sale of any school calendars.
4. The school calendars will be distributed free of charge to all students, teachers and staff of Penn Manor. Accordingly, Clipper shall print a minimum of 10,000 school calendars or such number as Penn Manor reasonably requests in order to

distribute a free calendar to each of the teachers, staff and students as well as a reasonable number of extra copies.

5. Penn Manor has requested that Clipper order enough extra school calendars so that every home in the school district receives one via the mail. Penn Manor hereby engages Clipper to order such additional school calendars and arrange for them to be mailed to every home in the Penn Manor School District. In addition to any other amount that might become due under this Agreement, Penn Manor shall pay to Clipper a fee for printing of calendars in excess of the 10,000 referenced in item 4 (currently expected to be 7,500 additional school calendars). Clipper will notify Penn Manor of the fee at least fifteen (15) days in advance of Clipper ordering the extra school calendars. In addition, Penn Manor shall pay to Clipper the postage and mailing costs for school calendars to be sent to every home in the school district, commonly referred to as ink jet and mail costs by printers. All amounts due under this Section 5 shall be paid within thirty days after Clipper sends an invoice to Penn Manor.

6. Neither party may terminate this Agreement unless there is a material breach of the Agreement by the other party which breach is not cured within sixty (60) days after written notice of the breach is received by the breaching party.

IN WITNESS THEREOF the parties have executed this Calendar Design and Production Agreement under seal on the date first above written.

PENN MANOR SCHOOL DISTRICT:

CLIPPER MAGAZINE:

By: _____
Dr. Michael Lechlitter, Superintendent of Schools

By: _____
Ian G. Ruzow, Publisher

By: _____
Dr. Richard Frerichs, President of Board of School Directors