

Agenda – School Board Organization Meeting  
Penn Manor School District  
Monday, December 3, 2012  
Manor Middle School – Board Room  
At the Conclusion of the Committee of the Whole

CALL TO ORDER: Dr. Frerichs

ROLL CALL:

Item 1. Election of Temporary President  
(Most senior board member not running for Board President).

Item 2. Nomination for President

Item 3. Election of President  
(Upon election, the President assumes the chair)

Item 4. Nomination for Vice President

Item 5. Election of Vice President

Item 6. List of Constituted Board Membership  
Ask for any necessary changes to the list (see page 2).

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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- The resident or taxpayer wishing to speak will be recognized by the chair 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.

Agenda – Committee of the Whole  
Penn Manor School District  
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**EXECUTIVE SESSION**

6:30 Personnel  
Student Matter

**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, January 7, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: November 19, 2012  
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.** Recognition of FFA Members – Dr. Leichliter  
(7:15 – 7:30)

**Information Only**

**Item 2.** Local Audit Report – Mr. Johnston, Mrs. Duke and Mr. John Bonawitz  
(7:30 – 8:00) from Brown Shultz Sheridan and Fritz

*Explanation: The auditor will provide an overview of the district’s annual financial statements for the year ended June 30, 2011.*

**Approval for Placement on the December 3 School Board Meeting Agenda**

**Item 3.**  
(8:00 – 8:30)

Keystone Exams and Revised Course Sequencing – Dr. Shaffer and Dr. Gale

*Explanation: Dr. Shaffer and Dr. Gale will discuss the upcoming Keystone Exam testing dates and the need for revised course sequencing and revisions to World History in the Social Studies Department.*

**Approval for Placement on the December 3 School Board Meeting Agenda**

**Item 4.**  
(8:30 – 8:45)

2013-2014 Budget Update - Mr. Johnston  
(see enclosed)

*Explanation: A brief summary of the 2013-14 budget will be shared with the board.*

**Information Only**

**ADJOURNMENT**

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At Conclusion of the Committee of the Whole

CALL TO ORDER: Board President

MOMENT OF SILENCE Board President

FLAG SALUTE: Dr. Frerichs

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, January 7, 2013 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: November 19, 2012  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

**Item 1. Review of School Board Meeting Agenda – Board President**

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

- A. Revised High School Course Sequencing for Social Studies.
- B. Acceptance of Local Auditor’s 2011-2012 Report as presented.

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

**A. Second Reading of New and Revised Board Policies (previously distributed):**

- #103 Nondiscrimination in School and Classroom Practices
- #122 Cocurricular Activities/Nonathletic
- #123 Interscholastic Athletics
- #123.1 Concussion Management
- #123.2 Sudden Cardiac Arrest
- #123.3 Athletic Honors
- #123.4 Male/Female Participation on Sports Teams
- #209.1 Food Allergy Management
- #216 Student Records
- #216.1 Supplemental Discipline Records
- #610 Purchases Subject to Bid/Quotation
- #611 Purchases Budgeted
- #701 Facilities Planning
- #822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
- # Medical Access Screening
- #354 Pre-Employment Drug Testing

**B. Engineering Services for a Feasibility Study for Automated Sampling at Water and Wastewater Treatment Facilities as proposed by Buchart Horn, Inc. for \$9,500.**

*Explanation: The study will assess the feasibility of installing automated sampling and testing equipment that could be used to perform the required daily testing at the facilities at Marticville Middle School, Central Manor Elementary, Martic Elementary and Conestoga Elementary.*

**C. Student Activity Fund - Formation of the Family, Career, and Community Leaders of America (FCCLA) Chapter at the High School.**

*Explanation: The high school principal is recommending approval of the creation of the FCCLA chapter at the high school. Board approval is needed for the chapter to raise funds, make deposits and expend funds through the Student Activity Fund. The club's advisors will be Elizabeth Sheerer and Mindy Rottmund will be volunteering at no cost to the district.*

**D. Student Activity Fund - Formation of the Future Business Leaders of America (FBLA) Chapter at the High School.**

*Explanation: The high school principal is recommending approval of the creation of the FBLA chapter at the high school. Board approval is needed for the chapter to raise funds, make deposits and expend funds through the Student Activity Fund. The club's advisor will be Christa Craig will be volunteering at no cost to the district.*

- E. Signing of Checks – BE IT RESOLVED that the President, Vice President, and Treasurer are hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective immediately.

PMSD General Account	President
PMSD Payroll Account	Vice President
Cafeteria Account	Treasurer
Capital Reserve Accounts	
PMSD Section 125 Accounts	
Construction Fund Accounts	
PMSD Student Activity Fund Account	
PMSD Student Activity Athletic Fund Account	

*Explanation: To formally authorize two board members to represent the district as designated signers for the above checking accounts.*

- F. Mileage Rate Approval of the standard mileage rate for business use of an automobile to 56.5 cents per mile as determined by the IRS effective January 1, 2013.

*Explanation: Use of a personal vehicle for approved purposes is reimbursable to the employee. The rate is contractual per the negotiated agreement. The IRS sets this amount on an annual basis.*

- G. Antenna Demolition and Removal Services by Heidig’s Antenna & Satellite Services to dismantle and remove the radio antennas at Manor Middle School and Penn Manor High School at a cost of \$1,008.00.

*Explanation: The 80’ tower at the High School and the 90’ tower at the Middle School have been out of service for several years. While the towers will be taken down and hauled away, the brackets will remain so as not to affect the integrity of the roof.*

- H. JAMF Software License Contract Support contract with JAMF Software (Minneapolis, MN) in the amount of \$25,816 for a one-year period effective January 9, 2013.

*Explanation: The agreement will permit continuation of the remote software update and computer management tools in use across the district network since 2007. A total of 1,844 staff and student Macs are covered under this agreement.*

**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 2012-2013 school year (see pages 5 – 6).

- B. Tenure  
Lauren A. Haley, speech therapist

- C. Resignation of the individuals listed per the effective date:  
     Karen G. Bierly – secondary teacher, effective January 18, 2013  
     Deb Byrne – ERA – LST, effective November 9, 2012  
     Rebecca Way – Food Service Substitute, effective November 19, 2012
- D. 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:  
     Allison N. Behney  
     Sarah E. Gage  
     Aliza D. Kraynak  
     George A. Milite  
     Katherine B. Weisser (pending receipt of required documents)
- E. Head Coaches Recommended for Renewal for the Fall 2013 Season:  
     Boys’ Soccer – Steve McCabe  
     Cheerleading – Ashley Knepp  
     Cross Country – Robert Ulmer/Tom Ecker (co-head coaches)  
     Field Hockey – Matt Soto  
     Football – Todd Mealy  
     Girls’ Soccer – Jason Hottenstein  
     Girls’ Tennis – Vickie Miller  
     Girls’ Volleyball – Jarod Staub  
     Golf – Trevor Pope
- F. Leave to the individuals according to the terms listed:  
     Professional Employees  
     Employee B34 – January 22, 2013 – end of 2<sup>nd</sup> semester, 2012-2013 – Child Rearing  
     Employee B35 – January 22, 2013 – end of 2<sup>nd</sup> semester, 2012-2013 – Child Rearing
- G. Volunteer Wrestling Coach  
     Steve Hess

## ADJOURNMENT

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PENN MANOR SCHOOL DISTRICT

December 3, 2012 Board Agenda

New employees and change in status [\*] for the 2012-2013 school year:

Heiney, Jeffrey A. – elementary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$40,987 [\$20,384.84 prorated 91 days plus 3 in-service days].  
Assignment: Grade 6 Teacher/Hambright Elementary School

*Jeff earned a BS in elementary education from Millersville University in May 2010. Jeff and his wife, Staci, reside in Millersville. They have three sons, JD, Tyler and Jackson. Jeff worked as a long-term substitute, first semester in grade 4 at Hambright Elementary School.*

McPherson, Carly V.\* -- professional administrative employee, 10-month, full-time, permanent position, [change from Martic Elementary School], effective January 2, 2013, Administrative Act 93 Level.  
Assignment: Principal/Letort Elementary School

Murray, Shirley A.\* -- professional administrative employee, 10-month, full-time, permanent position, [change from Letort Elementary School], effective January 2, 2013, Administrative Act 93 Level.  
Assignment: Principal/Pequea Elementary School

Parker, Karen A. – elementary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$40,987 [\$19,951.12 prorated 91 days plus 1 in-service day].  
Assignment: Academic Support Teacher/Central Manor Elementary School

*Karen graduated from Millersville University with a BS in elementary education with a concentration in early childhood. She enjoys playing basketball, going on runs, sewing, and reading in her free time. Karen worked as a long-term substitute, first semester in this position.*

Transue, Michele A.\* – professional administrative employee, payment of an administrative stipend of \$14,037.36 for the remainder of the 2012-2013 school year, Administrative Act 93 Level, effective January 2, 2013, [change from Dean of Students from 10/8/2012 through 12/21/2012]. Assignment: Acting Principal/Martic Elementary School

Urban, Eric C. – secondary professional employee, full-time, long-term substitute, second semester, B.S. Degree, no experience, Step 1, \$40,987 [\$20,601.70 prorated 91 days plus 4 in-service days].  
Assignment: Social Studies Teacher/Penn Manor High School

*Eric is a graduate from West Chester University with a B.A. degree in American History and a secondary social studies certification. Eric worked as a long-term substitute in this position during the 2011-2012 school year and first semester of this school year.*

## Support Staff Personnel Action Items

Board Action	Last Name	First Name	Position	Building	Hours per Day	Days per Year	Rate	Status	Total Overall Daily Hours	Notes
12/3/2012	* ASHWORTH	CYNTHIA	ERA-LST	CENTRAL MANOR	1.00	181	\$ 10.48	For the 2012-13 School Year Only	5.00	Effective 11/19/2012 Enrollment Related - 2012-13 School Year
12/3/2012	MARTELLE	TAMMY	ERA -LST	Pequea	6.00	181	\$ 9.90	For the 2012-13 School Year Only	6.00	Effective 11/19/2012 Enrollment Related - 2012-13 School Year

NOTE: All new hires and transfers must successfully complete a 60 working day probationary period

\* signifies a change in status