

Agenda – Committee of the Whole
Penn Manor School District
Tuesday, February 21, 2012
Manor Middle School – Board Room

EXECUTIVE SESSION

5:45 Legal

6:15 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, March 5, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: February 6, 2012
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Evan Bigler and Sarah Evarts

CITIZEN'S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. Measures of Excellence – Dr. Leichliter, Mrs. Hallock, Mrs. Cox,
(7:15 – 8:00) Mr. Eby, Ms. Santaniello, Mrs. Murray, Mrs. McPherson

Information Only

Item 2.
(8:00 – 8:15)

Facilities Committee Update – Mr. Long

Explanation: Mr. Long will update the board on the Facilities Committee meeting from February 13, 2012.

Information Only

Item 3.
(8:15 – 8:35)

State Budget Update – Mr. Johnston

Explanation: The Governor has released his proposed budget showing significant changes in the area of school funding. While details are missing, highlight of the proposed and a broad discussion of the implications will be presented.

Information Only

Item 4.
(8:35 – 8:50)

Board Policies Under Review – Dr. Leichter
(see packet distributed on February 6, 2012)

Explanation: Dr. Leichter will review policies under consideration for a first reading.

**Approval for Placement on February 21 School Board Meeting
Agenda**

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 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.

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. First Reading of Revised Board Policies as presented:
- #113 – Special Education
 - #113.3 – Screening and Evaluations for Students with Disabilities
 - #201 – Admission of Students
 - #302 – Employment of Superintendent/Assistant Superintendent
 - #304 – Employment of District Staff
 - #305 – Employment of Substitutes
 - #306 – Employment of Summer School Staff
 - #307 – Student Teachers/Interns
 - #309 – Assignment and Transfer
 - #317 – Conduct/Disciplinary Procedures
 - #333 – Professional Development
 - #701 – Facilities Planning
 - #818 – Contracted Services

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. Judicial Review Committee Actions as cited (see attached).
- C. NRG Service Contract – service agreement for Central Manor automatic temperature control system and security system (see enclosure).

Explanation: Service agreement necessary after warranty period expiration.

- D. Capital Projects Budget (see page 5).

Explanation: With revisions from the preliminary budget that was presented in January, the additions include energy conservation upgrades – Manor Middle School, replace Terrazzo first floor – Manor Middle School, repoint brick, caulk windows and expansion joints – high school, and energy conservation upgrades – high school.

- E. Central Manor Change Orders totaling a credit of \$3,232.71 as summarized (see pages 6 – 7).

Explanation: Discussion of change orders pertaining to the Central Manor Renovation project.

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 2011-2012 school year (see pages 8 – 9).
- B. 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:

Matthew M. Adams
Kerry L. Bushong
Kathryn M. Cretella
Mary E. Romanello

- C. Leaves to the individuals according to the terms listed:

Classified Employees:

Employee K2 – January 2 – February 12, 2012 , Designated Family Medical
Employee L2 – March 26, 2012 – March 25, 2013, Intermittent Family Medical
Employee M2 – November 30, 2011 – February 19, 2012, Designated Family Medical
Employee N2 – January 17 – February 6, 2012, Designated Family Medical

- D. Spring 2011-2012 Athletic Coaches as listed (see page 10).
- E. Parent Literacy Workshop Facilitators -- the following individuals to be paid at the professional rate for up to 1.5 hours per workshop to conduct Parent Literacy Workshops during the 2011-2012 school year.

Amy Adair	Lori Longenecker
Tricia Adams	Jennifer Malek
Tamara Baker	Beth Martin
Thomas Brighter	Melissa Mulder
Jocelyn Bock	Patrice O'Brien
Beth Corl	Michele Semple
Debra Drexel	Wayne Shope
JoLynn Drexel	Brandy Smith
Christine Harzinski	Megan Szentesy
Ann Helwig	Tara Vitti
Kimberly Juba	Joan Wimer
Kay Kane	Carol Witmer
Nancy Kaufhold	Maribeth Zurn

Explanation: Elementary schools present a series of evening parent literacy workshops throughout the school year, working with mostly preschool aged and primary children and their parents on

readiness for school, a comfort level with the school, and basic literacy skills that they can practice at home.

- F. Parent Literacy Workshop Facilitator -- the following support staff individual to be paid at rate of \$15.00 per hour for up to 1.5 hours per workshop to conduct Parent Literacy Workshops during the 2011-2012 school year.

Kerry Bushong

- G. Resignation of the individuals listed below per the effective date:

Mark Dennis – High School Auditorium Technology – effective April 3, 2012

Tracy Mendenhall – High School ERA-LST – effective February 14, 2012

Deb Shertzer – Middle School ERL-LST, effective February 14, 2012

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CAPITAL PROJECTS PLAN - FINAL DRAFT 2/21/2012

BUILDING	PROJECT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	BUILDING TOTAL
Central Manor							
Central Manor							
	TOTAL - CENTRAL MANOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conestoga	REPLACE WELL CONTROL SYSTEM	\$ 20,000.00					
Conestoga	WATER QUALITY AND MONITORING EQUIPMENT	\$ 6,500.00					
	TOTAL - CONESTOGA	\$ 26,500.00	\$ -	\$ -	\$ -	\$ -	\$ 26,500.00
Eshleman	EXPAND SECURITY SYSTEM		\$ 150,000.00				
	TOTAL - ESHLEMAN	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
Hambright							
Hambright							
	TOTAL - HAMBRIGHT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Letort	CONNECT TO MUNICIPAL WATER	\$ 135,000.00					
Letort	ENERGY CONSERVATION UPGRADES	\$ 30,000.00					
Letort	EXPAND SECURITY SYSTEM		\$ 100,000.00				
	TOTAL - LETORT	\$ 165,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 265,000.00
Martic	WATER QUALITY MONITORING AND SAMPLING EQUIPMENT	\$ 12,000.00					
Martic	WASTE WATER TREATMENT PLANT UPGRADES		\$ 50,000.00				
Martic	EXPAND SECURITY SYSTEM		\$ 125,000.00				
	TOTAL - MARTIC	\$ 12,000.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ 187,000.00
Pequea	INSTALL MUNICIPAL WATER TO BUILDING	\$ 100,000.00					
Pequea	REPLACE PUBLIC ADDRESS SYSTEM	\$ 135,000.00					
	TOTAL - PEQUEA	\$ 235,000.00	\$ -	\$ -	\$ -	\$ -	\$ 235,000.00
Marticville Middle	WATER QUALITY MONITORING AND SAMPLING EQUIPMENT	\$ 8,000.00					
Marticville Middle	WASTE WATER TREATMENT PLANT UPGRADES		\$ 200,000.00				
Marticville Middle	EXPAND SECURITY SYSTEM		\$ 200,000.00				
	TOTAL - MARTICVILLE	\$ 8,000.00	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 408,000.00
Manor Middle	INSTALL NEW PUBLIC ADDRESS SYSTEM	\$ 160,000.00					
Manor Middle	ENERGY CONSERVATION UPGRADES	\$ 200,000.00					
Manor Middle	REPLACE FIRST FLOOR TERRAZZO	\$ 200,000.00					
Manor Middle	PAVE PARKING SURFACES	\$ 250,000.00					
	TOTAL - MANOR MIDDLE	\$ 810,000.00	\$ -	\$ -	\$ -	\$ -	\$ 810,000.00
High School	PAVING REPAIRS AND REPLACEMENT	\$ 25,000.00					
High School	REPOINT BRICK, CAULK WINDOWS AND EXPANSION JOINTS	\$ 100,000.00					
High School	ENERGY CONSERVATION UPGRADES	\$ 250,000.00					
High School	CARPET REPLACEMENT IN VARIOUS AREAS	\$ 50,000.00					
High School	SCOREBOARD REPLACEMENT	\$ 7,500.00					
High School	SIDEWALK REPAIRS	\$ 50,000.00					
High School	REPLACE DOOR HARDWARE	\$ 75,000.00					
High School	CLEAN EXISTING DRYVIT	\$ 25,000.00					
High School	REMODEL CENTRAL COMPLEX RESTROOMS	\$ 30,000.00					
High School	REPAIR BRICK WALL AT AUDITORIUM		\$ 200,000.00				
	TOTAL - HIGH SCHOOL	\$ 612,500.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 812,500.00
District	PURCHASE NEW DISTRICT VAN	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00			
District	PURCHASE NEW MOWING AND GROUNDS EQUIPMENT	\$ 55,000.00	\$ 45,000.00	\$ 45,000.00			
District	PURCHASE NEW DISTRICT MAINTENANCE VEHICLE		\$ 40,000.00			\$ 45,000.00	
District	PURCHASE NEW MAN LIFT	\$ 40,000.00					
	TOTAL - DISTRICT	\$ 125,000.00	\$ 115,000.00	\$ 75,000.00	\$ -	\$ 45,000.00	\$ 360,000.00
Comet Field	RENOVATE HONEYBUCKLE FIELD	\$ 75,000.00					
	TOTAL - COMET FIELD	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
	OVERALL TOTAL	\$ 2,069,000.00	\$ 1,140,000.00	\$ 75,000.00	\$ -	\$ 45,000.00	\$ 3,329,000.00
Hambright	20 YEAR LIFE CYCLE BUILDING RENOVATION	\$ 19,000,000.00					
Pequea	20 YEAR LIFE CYCLE BUILDING RENOVATION		\$ 9,000,000.00				
Conestoga	20 YEAR LIFE CYCLE BUILDING RENOVATION			\$ 15,000,000.00			
Manor Middle	20 YEAR LIFE CYCLE BUILDING RENOVATION				\$ 20,000,000.00		
High School	20 YEAR LIFE CYCLE BUILDING RENOVATION					\$ 35,000,000.00	
	OVERALL TOTAL	\$ 19,000,000.00	\$ 9,000,000.00	\$ 15,000,000.00	\$ 20,000,000.00	\$ 35,000,000.00	\$ 98,000,000.00

CENTRAL MANOR CHANGE ORDERS

Board Approved
2/21/2012

VIETRI ELECTRIC

CHANGE ORDER NUMBER
4

AMOUNT Add (Deduct)
\$ (6,030.40)

CHANGE ORDER NUMBER
4.1

(\$6,030.40) Prorated credit for damaged ceiling tiles replaced by general contractor.

DESCRIPTION

CENTRAL MANOR CHANGE ORDERS

Board
Approved

CONTRACTOR

CHANGE ORDER NUMBER AMOUNT CHANGE ORDER NUMBER

DESCRIPTION

2/21/2012 FIRST STATE SHEET METAL

3 \$ 2,797.69

3.1	\$659.84	Furnish labor & materials to install ceiling in MDF room B138
3.2	\$504.01	Furnish labor & materials to change condensate drain location in storage room
3.3	\$358.53	Furnish labor & materials to correct ductwork/rain water conductor conflict
3.4	\$1,275.31	Furnish labor & materials to replace existing dishwasher ductwork

PENN MANOR SCHOOL DISTRICT

February 21, 2012 Board Agenda

New employee for the 2011-2012 school year:

Glock-Cornman, Diane S. – secondary professional employee, full-time, 110%, 208 days, permanent position, effective February 27, 2012, Masters' Degree, 9 years experience, Step 8, \$51,483 + \$5,148.30 = \$56,631.30 [\$19,603.14 prorated 71 days plus 1 in-service day], pending receipt of required documents. Assignment: Agriculture Teacher/Penn Manor High School

Diane Glock-Cornman will be teaching agriculture at the high school. She is a graduate of Juniata High School and worked as a teacher there for nine years, until 2011, when she relocated to Lancaster County. Diane has a Bachelor of Science degree from Penn State University in Animal Science, as well as certification in Biology. She has a Masters' Degree in Agriculture Education. She is currently employed as the Dairy Education Coordinator at the Center for Dairy Excellence in Harrisburg, working to develop a rigorous dairy curriculum for the state. She was 2003 winner of the Teacher Turn the Key Award, 2008 PAAE Agricultural Educator Outstanding Young Member and 2010 Juniata River Valley Educator of the 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
2/21/2012	MARSHALL	ROBERT	ERA-LST, TRANSPORTATION	DISTRICT	AS NEEDED	AS NEEDED	\$ 10.00	For the 2011-12 School Year Only	AS NEEDED	Effective 2/21/12
2/21/2012	REEVER	SHERI	HEALTH ROOM SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 2/21/12
2/21/2012	HARTMAN	JENNIFER	ERA-LST	LETORT	4.25	181	\$ 9.90	For the 2011-12 School Year Only	4.25	Effective 2/21/2012 Enrollment Related - 2011-12 School Year
2/21/2012	DUNN	DEIDRE	ERA-LST	PEQUEA	4.00	181	\$ 9.90	For the 2011-12 School Year Only	4.00	Effective 2/21/2012 Enrollment Related - 2011-12 School Year

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

* signifies a change in status

Spring 2012 Coaching Contract Detail					
Sport	Coach	Title	Salary Schedule	Actual Salary	Variance
Track & Field	Art Morris	Head Varsity	6,089	2,415	(3,674)
	Joe Herman	Assistant	3,146	4,540	1,394
	Bob Ulmer	Assistant	3,146	2,470	(676)
	Ryan McCauley	Assistant	3,146	2,725	(421)
	Maria Vita	Assistant	3,146	3,146	-
	Tom Ecker	Assistant	3,146	3,450	304
	Jess Minko	Assistant	3,146	775	(2,371)
	Dan Myers	Assistant	3,146	2,820	(326)
	Bob Miller	Assistant	-	2,600	2,600
	John Young	Assistant	-	2,170	2,170
	Deron Gue	Assistant	-	1,000	1,000
	Morgan Martelle	Volunteer Asst.	-	-	-
	Ben Schober	Volunteer Asst.	-	-	-
	Mark Vogel	Volunteer Asst.	-	-	-
Total for Track & Field			28,111	28,111	-
Boys Tennis	Jon Boxleitner	Head Varsity	4,236	4,236	-
	Tyler Keck	Volunteer Asst.	-	-	-
Total for Boys Tennis			4,236	4,236	-
Boys Volleyball	Chris Telesco	Head Varsity	5,428	5,428	-
	Tim Joyce	Assistant	3,553	3,553	-
	Chris Staub	Volunteer	-	-	-
Total for Boys Volleyball			8,981	8,981	-
Girls Soccer	Jason Hottenstein	Head Varsity	6,089	6,080	(9)
	Billie Jo Atkins	Asst. to Varsity	3,553	3,600	47
	Sara Scheid	Assistant	3,146	2,500	(646)
	Jocelyn Arnold	Assistant	3,146	3,100	(46)
	Jeff Eshleman	Assistant	3,146	2,500	(646)
	Tim Kurtz	Assistant	-	1,300	1,300
Total for Girls Soccer			19,080	19,080	-
Softball	Dave Stokes	Head Varsity	5,428	5,400	(28)
	Bob Graybill	Asst. to Varsity	3,553	2,500	(1,053)
	Lance Bauer	Assistant	3,146	2,373	(773)
	Aron Basile	Assistant	3,146	2,700	(446)
	Frank Butler	Assistant	-	2,300	2,300
Total for Softball			15,273	15,273	-
Baseball	Jim Zander	Head Varsity	5,428	4,923	(505)
	Jeremy Morrison	Asst. to Varsity	3,553	2,550	(1,003)
	Streeter Stuart	Assistant	3,146	2,550	(596)
	Dean Kroesen	Assistant	3,146	2,950	(196)
	Steve O'Neill	Assistant	-	2,300	2,300
Total for Baseball			15,273	15,273	-
Boys' Lacrosse	Ken Snyder	Head Varsity	5,428	3,555	(1,873)
	Chris Snyder	Asst. to Varsity	3,535	3,554	19
	Dan Lyons	Assistant	3,146	2,500	(646)
	Erick Dutchess	Assistant	-	2,500	2,500
	Zac Charles	Volunteer	-	-	-
Total for Boys' Lacrosse			12,109	12,109	-
Girls' Lacrosse	Kim Marsh	Head Varsity	5,428	5,428	-
	Anna Marmer	Asst. to Varsity	3,535	3,535	-
	Jen Forney	Assistant	3,146	3,146	-
Total for Girls' Lacrosse			12,109	12,109	-
Total for Spring Sports 2011			115,172	115,172	-