

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, June 6, 2011  
Manor Middle School – Board Room

**Light Dinner**

4:30

**EXECUTIVE SESSION**

4:45

Personnel and Student Matter

**Workshop**

5:00 – 6:00

Strategic Planning Process

**EXECUTIVE SESSION**

6:00 – 6:30

Superintendent’s Evaluation

6:30 – 6:45

Negotiations

**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 June 20, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

May 17, 2011

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

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.**

**School of Excellence in Technology Award** – Pamela Price,  
PSBA Director of Board Development Services

*Explanation: Penn Manor will receive the School of Excellence in Technology Award from the Pennsylvania School Board Association.*

**Item 2.**

**School Board Certificates** – Pamela Price

*Explanation: Certificates will be presented to Mrs. Friedman, Ms. Wert, and Mr. Rintz for their service on the board.*

**Item 3.**

**Pennsylvania Family Consumer Sciences Teacher of the Year, Mindy Rottmund** – Dr. Leichliter

*Explanation: Mrs. Rottmund will recently selected as the State Family and Consumer Sciences Teacher of the Year.*

**Item 4.**

**National Geoskills Contest Runner-up, Nicole Hege and Gabriel Matos** – Dr. Leichliter

*Explanation: Two students will be recognized for their status as National Geoskills Runner-up.*

**Item 5.**

(7:40 – 7:55)

**Lancaster County Academy 2011-12 Proposed Operating Budget**  
– Diane Tyson

*Explanation: Mrs. Tyson is the Director of the Lancaster County Academy and will respond to questions from the board related to the Academy's annual budget.*

**Approval for Placement on the June 6 School Board Meeting Agenda**

**Item 6.**

(7:55 – 8:25)

**School Sports Media Advertising** – Mr. Johnston, Mr. Roth,  
Mr. Reisinger

*Explanation: School Sports Media, LLC, provides national brand advertising and sponsorships for school districts. A three year agreement is being presented for discussion to name SSM as a non-exclusive, independent sales representative with respect to national brand advertising and sponsorships. Final approval on all advertisers, ad content and ad placement would reside with the district.*

Information Only

**Item 7.**  
(8:25 – 8:40)

**Employee Group Agreements** – Dr. Leichliter, Ms. Wert, and  
Mr. Johnston  
Act 93  
Administrative Leadership Team Compensation Plan  
Administrative Support Compensation Plan (enclosed)

*Explanation: The agreements for the administrative support groups will be presented. All agreements formalize the wage freeze previously presented to the board.*

**Approval for Placement on the June 20 School Board Meeting Agenda**

**Item 8.**  
(8:40 – 9:20)

**Facility Committee Report** – Mr. Long and Dr. Leichliter

*Explanation: An overview of the public Facility Committee Meeting including discussions related to the new Hambright Elementary School from May 23, 2011 will be reviewed.*

Information Only

**ADJOURNMENT**

**SCHEDULING AN APPEARANCE ON THE AGENDA**

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- The resident or taxpayer wishing to speak will be recognized by the President and then state his/her name and address.
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- 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 – School Board Meeting  
Penn Manor School District  
Monday, June 6, 2011  
Manor Middle School – Board Room  
At Conclusion of the Committee of the Whole

CALL TO ORDER:

PRAYER AND FLAG SALUTE: Mr. Schlotzhauer

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, June 20, 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: May 17, 2011  
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT:

**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.      Lancaster County Academy Proposed Budget for 2011-2012 totaling \$370,547 with a Penn Manor contribution of \$30,535 for 10 student enrollment slots.

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

- A. Special Education Legal Consortium Membership at the cost of \$1,140 for the term of July 1, 2011 through June 30, 2012.

*Explanation: This is the second year we will participate as part of the IU 13 cost savings measure.*

- B. Donation of Ten Mimio Tablets to Martic Elementary School from Jake Stokes, a Penn Manor graduate, estimated value of \$3,000.

- C. Final Approval of Penn Manor High School School Improvement Plan (see 2 enclosures)

*Explanation: The elements of the School Improvement Plan were reviewed in April by Dr. Steve Iovino, Distinguished Educator assigned by the PDE, and Mr. Phil Gale, Penn Manor High School principal. Once the Penn Manor School Board President and Superintendent have signed off, the plan will go to the Lancaster Lebanon IU 13 Executive Director for approval and then for final approval to the Pennsylvania Department of Education.*

- D. Water Treatment Contract, from Water Treatment By Design, LLC products and services, for Eshleman, Letort, Marticville and Martic School at the cost of \$4,800 effective the July 1, 2011 through June 30, 2012.

- E. School Board Meeting Date Change from July 18, 2011 to July 11, 2011

- F. Ratification of IU Bid Awards as cited for 2011-2012 (see page 5).

IU Custodial Supplies  
IU Cafeteria Paper/Small Wares  
IU Technology Education Supplies

- G. District Income Protection Insurance Carrier – Assurant Employee Benefits for the period of 8/1/2011 to 8/1/2014 at a rate of .16% 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 current rate is .20% so the new rate will save approximately \$11,000 per year. Proposals were obtained and Assurant Employee Benefits had the most competitive proposal. Prices are guaranteed for 3 years.*

- H. District Life Insurance – Assurant Employee for the period of 8/1/2011 to 8/1/2014 at a rate of .09 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 current rate is .11 per \$1,000 so the new rate will save approximately \$4,500 per year. Proposals were*

*obtained and Assurant Employee Benefits had the most competitive proposal. Prices are guaranteed for 3 years.*

- I. 2011-2012 School Breakfast and Lunch Prices as cited (see page 6).

*Explanation: Modest increases to lunch and breakfast prices are required under the Hunger-Free Kids act of 2010 in order to meet the federally mandated targets. Price increases will likely be needed in each of the next three years. Breakfast program pricing was last revised in 2007-2008.*

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

- A. Resignations of the individual listed per the effective date.

Julie Bibiloni – secondary teacher, effective August 23, 2011

Anne Kinderwater Carroll – Eshleman Elementary Principal, effective June 21, 2011

- B. Tenure for the individuals listed as he/she have completed the requirement of three years of satisfactory teaching performance with the school district (see page 7).

*Explanation: Professional employees in the Commonwealth of Pennsylvania acquire tenure after satisfactory teaching performance for three years (statutorily designated period).*

- C. Employment and Change in Status of the individuals listed per the effective date for the 2010-2011 school year (see pages 8 – 10).

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

Professional Employee

Employee H1 – Child Rearing, First Semester of the 2011-2012 School Year

Classified Employee

Employee I1 – Designated Family Medical, January 28 – April 21, 2011

- E. Head Girls' Cheerleading Coach  
Cindy Bachman

- F. Summer Break Instructors at the professional hourly rate for the hours cited (see page 11).

*Explanation: Summer Break is an enrichment program offered to elementary and middle school students.*

- G. Aide at Central Manor (2010-2011) Acting Secretary at the Central Manor Cottages – Continuation of hours for Deb Jones from June 9 – June 16 (6.5 hours per day) to close out Central Manor Cottage office and transition back to Central Manor Main Building.

H. Acceptance of Bus Drivers listed for the 2010-2011 school term.

ESCHBACH

Carolyn Noll, Laura Jefferson, Paul Obrien, Rebecca Deyo

SHULTZ

Yvette Irizarry, Melissa Curtis

I. Benchmark Assessments Math Coaches – the following people will be working on developing and assessing the math and reading benchmarks for the 2011-2012 school year:

Math

Kathy Grenier, Elizabeth Kelly, Dori O'Connor, Tricia Paparo

Reading

Chris McKnight, Cece O'Day, Melissa Frerichs, Jeff Taylor, Michelle Wolfersberger

*Explanation: The need exists for the development of benchmark assessments that can be administered to students in grades 7-11 at designated times of the school year. These assessments will identify the progress that students are making towards acquiring the necessary skills to meet the math and reading standards. In order to develop these assessments, \$10,000 should be designated to provide the necessary materials and compensate the teachers who develop the assessments.*

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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**Board Ratification is recommended for the following 2011-2012 IU 13 Bids:**

**IU CUSTODIAL SUPPLIES BID SUCCESSFUL VENDORS:**

CALICO INDUSTRIES INC	\$	2,963.08
HILLYARD INC		\$176.40
M J EARL		\$39.30
PENN VALLEY CHEMICAL		\$1,134.90
PYRAMID SCHOOL PRODUCTS		\$1,678.89
QUAKER CITY PAPER CO		\$5,036.76
XPEDX		\$953.50
<b>TOTAL</b>	<b>\$</b>	<b>11,982.83</b>

**CAFETERIA PAPER & SMALL WARES BID SUCCESSFUL VENDORS:**

CALICO		\$8,911.13
M J EARL		\$11,959.10
WALLACE PACKAGING LLC		\$4,454.40
XPEDX-HARRISBURG		\$14,019.40
<b>TOTAL</b>		<b>\$39,344.03</b>

**TECHNOLOGY EDUCATION SUPPLIES BID SUCCESSFUL VENDORS:**

THE ART STORE	\$	2,014.86
AIRGAS EAST	\$	67.08
METCO SUPPLY INC	\$	983.50
MIDWEST TECHNOLOGY PRODUCTS & SERVICES	\$	182.56
MOYER ELECTRONIC SUPPLY COMPANY INC	\$	159.50
O'SHEA LUMBER CO	\$	142.70
SATCO SUPPLY	\$	726.00
<b>TOTAL</b>	<b>\$</b>	<b>4,276.20</b>

**Penn Manor Food Services  
Pricing History**

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	Proposed Increase	Proposed Increase
Milk	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.60	\$ 0.10	20%

**Breakfast**

Elementary	\$ 0.85	\$ 0.85	\$ 0.85	\$ 0.85	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.25	\$ 0.25	25%
Secondary	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.50	\$ 0.25	20%
Reduced	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ -	0%

**Lunch**

Elementary	\$ 1.65	\$ 1.70	\$ 1.75	\$ 1.80	\$ 1.85	\$ 2.00	\$ 2.00	\$ 2.05	\$ 2.15	\$ 0.10	5%
Secondary	\$ 1.80	\$ 1.85	\$ 1.90	\$ 1.95	\$ 2.00	\$ 2.15	\$ 2.15	\$ 2.20	\$ 2.30	\$ 0.10	5%
Secondary - Tier 1	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.75	\$ 2.75	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%
Secondary - Tier 2	\$ 2.75	\$ 2.75	\$ 2.75	\$ 2.75	\$ 3.00	\$ 3.00	\$ 3.25	\$ 3.25	\$ 3.25	\$ -	0%
Secondary - Tier 3	\$ -	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.25	\$ 3.25	\$ 3.50	\$ 3.50	\$ 3.50	\$ -	0%
Soup and Salad Bar	\$ -	\$ -	\$ -	\$ -	\$ 3.25	\$ 3.25	\$ 3.50	\$ 3.50	\$ 3.50	\$ -	0%
Reduced	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ -	0%

**Adult**

Breakfast	\$ 1.35	\$ 1.35	\$ 1.35	\$ 1.35	\$ 1.60	\$ 1.60	\$ 1.60	\$ 1.60	\$ 1.85	\$ 0.25	16%
Lunch	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.25	\$ 3.40	\$ 3.40	\$ 3.40	\$ 3.50	\$ 0.10	3%
Lunch - Tiered	\$ 3.15	\$ 3.15	\$ 3.15	\$ 3.15	\$ 3.75	\$ 3.75	\$ 4.00	\$ 4.00	\$ 4.00	\$ -	0%
Lunch - Tier 2	\$ -	\$ 3.40	\$ 3.40	\$ 3.40	\$ 3.75	\$ 3.75	\$ 4.00	\$ 4.00	\$ 4.00	\$ -	0%

TENURE STATUS

June 6, 2011 School Board Meeting

The administrative staff is recommending the following individuals be granted tenure as they have completed three years of satisfactory teaching performance within the school district:

Susan C. Baldrige

Diane V. Bounds

Michael R. Brown

Britney A. Clugston

Nicholas T. Crowther

Danielle M. Gwyn

Nichole J. Hinkle

Jessica A. Klube

Caitlin M. Landon

Holly E. Morgan

Rae E. Newhouse

Erik L. Polaski

Sara N. Ricciardi

Wayne D. Shope

Megan L. Urban

PENN MANOR SCHOOL DISTRICT

June 6, 2011 Board Agenda

New employees and change in status [\*] for the 2011-2012 school year:

Bierly, Karen G. – secondary professional employee, full-time, permanent position, Masters' Degree, 3 years experience, Step 3, \$46,421, pending receipt of required documents. Assignment: English Teacher/Manor Middle School

*Karen has a bachelors' degree in English Education and her masters in Reading from Millersville University. She was employed by the Ephrata School District from 1988 to 1998 as a middle school English teacher and was also the Language Arts department chair, coordinator of the middle school gifted program and member of the Student Assistant Team. Karen was employed this school year as an extended day-to-day substitute at Marticville Middle School.*

Dourdis, Clarinda – elementary/middle school professional employee, full-time, permanent position, Masters Degree + 15, 13 years of experience, Step 11, \$59,921, pending receipt of required documents. Assignment: Speech/Language Clinician- Central Manor/Manor Middle

*Clarinda (Rindy) Dourdis recently relocated to Pennsylvania from Florida. Rindy has a bachelor's degree in business administration from American University and a master's degree in speech and language pathology from Nova Southeastern University in Ft. Lauderdale, Florida. Rindy brings over 18 years of experience as a speech/language clinician and has worked at every age level.*

Eby, Dawn L. – secondary professional employee, full-time, permanent position, B.S. +24 Degree, 5 years experience, Step 5, \$45,094, pending receipt of required documents. Assignment: Mathematics Teacher/Penn Manor High School

*Dawn is a graduate of Messiah College with a BA in math education and is doing graduate work at Villanova University. She has been employed by the School District of Lancaster since 2000 as a math teacher. From 1995 to 1999 she taught math at Harrisburg Academy and prior to that she taught for one year at Juniata Mennonite School in McAlisterville, PA.*

Egan, Pamela M. – elementary professional employee, full-time, permanent position, Masters' Degree, 6 years experience, Step 6, \$49,298, pending receipt of required documents. Assignment: Grade 3 Teacher/ Letort Elementary School

*Mrs. Egan resides in Millersville. She has successfully served in the Penn Manor School District as a first grade teacher at Martic Elementary prior to taking some time to be home with her two boys. She returned to Penn Manor this past year and she successfully completed two extended day to day substitute positions in learning support at Central Manor, and as a sixth grade teacher at Letort. She is excited to return to the classroom as a full time, 3rd grade teacher at Letort.*

Garvey, Kimberly R. – elementary professional employee, full-time, permanent position, Masters' +60 Degree, 4 years experience, Step 4, \$54,413, pending receipt of required documents. Assignment: Grade 6 Teacher/Central Manor Elementary School

*Mrs. Garvey successfully served in California as a 7th grade language arts teacher. She then returned to the Lancaster area and taught in the Penn Manor School District as a sixth grade teacher for several years before leaving her position to be home with her children. During the 2010-2011 school year, she returned to Penn Manor to serve as a Title I Instructional Aide. She is eager to return to the classroom as a full time 6th grade teacher at Central Manor.*

Orihuel, Lori A.\* – elementary professional employee, 66.6%, part-time, permanent position [change from Teacher of Gifted/Martic and Pequea Elementary Schools]. Assignment: Teacher of Gifted/Eshleman and Pequea Elementary Schools

Quinn, Megan A. – elementary professional employee, long-term substitute, first semester, B.S. Degree, no experience, Step 1, \$40,987 (\$19,734.26 prorated 87 days plus 4 in-service days). Assignment: Grade 6 Teacher/Pequea Elementary School

*Ms. Quinn attended Elizabethtown College where she majored in Elementary Education with a minor in Spanish. She has successfully served as a day to day substitute in the Penn Manor School District at all levels and she is completing a full year as a long term substitute in ESL at both the middle and elementary levels. We look forward to her continued contributions as a 6th grade teacher for the first semester of the 2011-2012 school year at Pequea.*

Shirk, William R. – secondary professional employee, full-time, permanent position, B.S. Degree, no experience, Step 1, \$40,987 +\$600 stipend = \$41,587, pending receipt of required documents. Assignment: Special Education Teacher/Penn Manor High School

*Bill is a recent graduate of Millersville University. He earned a bachelor's degree in special education and a minor in History. He also recently took his Praxis exam in middle level math and middle level English. Bill completed his student teaching in an emotional support classroom at Ephrata Middle School.*

Smith, Stephanie L. – secondary professional employee, long-term substitute, first semester, B.S.+24 Degree, no experience, Step 1, \$41,376 (\$19,921.72 prorated 87 days plus 4 in-service days). Assignment: Mathematics Teacher/Manor Middle School

*Stephanie Smith is relocating from Rochester, NY. she earned her bachelors in math education from SUNY Fredonia, and her masters from the University of Rochester. She was most recently employed as a long term substitute at Churchville Chili CSD in Churchville, NY as an Algebra teacher.*

Zimmerman, Jonathan M. – elementary professional employee, full-time, permanent position, Masters' +15 Degree, 2 years experience, Step 2, \$47,943. Assignment: Teacher of Gifted/Hambright/Letort/Martic Elementary Schools

*Mr. Zimmerman began his career in the health care field working as a health care consultant at Lancaster General. He returned to school to complete a master's degree in elementary education. He has successfully served in the Penn Manor School District as a 5th grade teacher for one year at Pequea Elementary and as a 4th grade teacher at Martic Elementary during the 2010-2011 school year. With his technology background and years of experience, we look forward to his contributions serving in the elementary gifted position.*

## 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
6/6/2011	Hoang	Nam	Custodian	Martic	8.00	261	\$ 9.90	Permanent	8.00	Effective 6/6/2011 Replaces Dearolf
6/6/2011	* Dearolf	Patricia	Custodian	High School	8.00	261	\$ 11.49	Transfer from Martic to High School	8.00	Effective 6/13/2011 Transfer to High School
6/6/2011	* Rhoades	John	Custodian	High School	8.00	261	\$ 10.39	Transfer from MAMS to High School	8.00	Effective 5/31/2011 Transfer to High School
6/6/2011	* Reinhardt	Sharon	Support Staff Substitute	District	As Needed	As Needed	Sub Rate	Permanent	As needed	Effective 6/7/2011 Substitute - As Needed
6/6/2011	Zaepfel	Kathy	Cafeteria Assisitant	Martic	1.50	180	\$ 9.02	Permanent	1.50	Effective 8/29/2011 Replacing Reinhardt

2011  
Summer Break Teachers

<b>TEACHER</b>	<b>SCHOOL</b>	<b>HOURS</b>	<b>RATE</b>	<b>PAYMENT</b>
Arnold, Jocelyn	Hambright	20	\$ 32.00	\$ 640.00
Barnett, Casey	Hambright	15	\$ 32.00	\$ 480.00
Barnett, Mary	Hambright	20	\$ 32.00	\$ 640.00
Berry, John	Letort	20	\$ 32.00	\$ 640.00
Braun, Gretchen	Letort	20	\$ 32.00	\$ 640.00
Brooks, Michelle	Conestoga	20	\$ 32.00	\$ 640.00
Drexel, Deb	Pequea	20	\$ 32.00	\$ 640.00
Duff, Patti	Martic	20	\$ 32.00	\$ 640.00
Gwyn, Danielle	Letort	15	\$ 32.00	\$ 480.00
Manchak, Joan	Central Manor	20	\$ 32.00	\$ 640.00
Rapp, Lisa	Letort	20	\$ 32.00	\$ 640.00
Rottmund, Mindy	High School	15	\$ 32.00	\$ 480.00
Sigman, Melissa	Hambright	20	\$ 32.00	\$ 640.00
Snelbaker, Curt	Manor	20	\$ 32.00	\$ 640.00
Snyder, Mary	Pequea	15	\$ 32.00	\$ 480.00
Webster, Justine	Eshleman	20	\$ 32.00	\$ 640.00
Webster, Ken	Martiville	20	\$ 32.00	\$ 640.00
		320		
Juba, Kim	Martic	20	\$ 32.00	\$ 640.00
Myers, Dolores	Nurse	20	\$ 32.00	\$ 640.00
Marsh, Kim	High School	20	\$ 32.00	\$ 640.00
		380		\$ 12,160.00