

Agenda – Committee of the Whole
Penn Manor School District
Monday, March 4, 2013
Manor Middle School – Board Room

DINNER

(4:45)

WORKSHOP

(5:00 – 5:40)

Transportation

EXECUTIVE SESSION

(5:40)

(6:40)

Superintendent's Evaluation

Personnel

COMMITTEE OF THE WHOLE

(7:00)

CALL TO ORDER:

Mr. Long

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 18, 2013 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

February 19, 2013

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

CITIZEN'S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1.
(7:15 – 7:25)

Hambright Elementary School Project Update – Mr. Levato
(see enclosure)

Explanation: An update and opportunity for questions will be provided regarding Plancon submissions.

Approval for Placement on March 4 School Board Meeting Agenda

Item 2.
(7:25 – 7:40)

Lancaster – Lebanon Virtual School Contract – Dr. Leichliter and Mr. Reisinger
(see enclosure)

Explanation: Penn Manor has been a member of the Lancaster-Lebanon Virtual solutions program for the past two years. The administration will recommend continuation in the program for a three-year contract.

Approval for Placement on March 4 School Board Meeting Agenda

Item 3.
(7:40 – 7:55)

First Reading of Policies – Dr. Leichliter
(previously distributed)

#113.2 – Positive Behavior Support
#113.4 – Confidentiality of Special Education Student Information
#249 – Bullying/Cyberbullying
#302 – Employment of Superintendent/Assistant Superintendent
#308 – Employment Contract/Board Resolution
#312 – Performance Assessment of Superintendent/Assistant Superintendent
#333 – Professional Development
#609 – Investment of District Funds
#806 – Child/Student Abuse
#818 – Contracted Services

Explanation: Dr. Leichliter will review proposed changes to district policy.

Approval for Placement on March 4 School Board Meeting Agenda

Item 4.
(7:55 – 8:05)

2013-2014 Calendar – Dr. Leichliter
(see page 4)

Explanation: Dr. Leichliter will review the proposed calendar for the 2013-2014 school year.

Approval for Placement on March 4 School Board Meeting Agenda

Item 5.
(8:05 – 8:20)

Update on Teacher Effectiveness Program - Dr. Leichliter, Dr. Shaffer,
Mrs. Hallock

Explanation: The administrative team will update the board on preparations regarding Act 120 including recent items from Dr. Leichliter's Stakeholder Group meeting.

Information Only

Item 6.
(8:20 – 8:35)

Five-Year Budget Preparation: Act 1 Projections - Mr. Johnston

Explanation: Mr. Johnston will review some information presented on Act 1 projections from the recent Commonwealth Budget Seminar

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 chair and then state his/her name and address.
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Penn Manor School District 2013 - 2014



August 2013						
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19 - Opening Day for Staff
26 - First Day for Students
30 - Vacation Day
Elem. 4 Sec. 4

February 2014						
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14 - Weather Make-up/Vacation
17 - President's Day
Elem. 18 Sec. 18

September 2013						
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2 - Labor Day/Vacation Day
13 - Elem./H. S. Early Dismiss
20 - M.S. Early Dismiss
Elem. 20 Sec. 20

March 2014						
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28 - Weather Day/Vacation
Elem. 20 Sec. 20

October 2013						
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11 - K-12 Early Dismiss
14 - Columbus Day Vacation
Elem. 22 Sec. 22

April 2014						
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4 - K - 12 Early Dismissal
17 - Weather Make-up/Vacation
18 - Easter/Vacation Day
21 - Weather Make-up/Vacation
Elem. 19 Sec. 19

November 2013						
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5 - Elem. In-Service
13, 14, 15 - K-12 Early Dismiss
28-29 Thanksgiving Vacation
Elem. 18 Sec. 19

May 2014						
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6 - K - 12 In-Service
16 - K - 12 Early Dismissal
26 - Memorial Day
Elem. 20 Sec. 20

December 2013						
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2 - Vacation Day
20 - K - 12 Early Dismiss
23-31 Vacation Days
Elem. 14 Sec. 14

June 2014						
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6 - Last Day of School
Elem. 5 Sec. 5

January 2014						
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1 - New Year's Day
17 - Elem. Early Dismiss
17 - Secondary In-Service
20 - Martin Luther King Day
31 - H. S. Early Dismiss
Elem. 21 Sec. 20

PSSA Assessments						
Mar. 17-28	PSSA ELA/Math	Gr. 3 - 5				
Mar. 17-28	PSSA Rdg/Math	Gr. 6 - 8				
Mar. 31-Apr. 4	PSSA Writing	Gr. 8				
Apr. 28-May 2	PSSA Science	Gr. 4, 8				

Weather Days 4
Teacher Days 189
Student Days 181
End of Semester 1 Jan. 16 (90 Days)
End of Semester 2 June 6 (91 Days)

End of Marking Period
October 30
January 16
March 27
June 6

Key	
	Opening Day for Staff
	First Day of School for Students
	Holiday/Vacation Day
	Last Day of School
	Weather Make-Up
	Early Dismissal
	Full Day In-Service

Draft 2/26/13

Agenda – School Board Meeting
Penn Manor School District
Monday, March 4, 2013
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER: Mr. Long

MOMENT OF SILENCE Mr. Long

FLAG SALUTE: Mr. Long

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, March 18, 2013 following the Committee of the Whole meeting in the Board Room of the Manor Middle School.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: February 19, 2013
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

Item 1. **Review of School Board Meeting Agenda** – Mr. Long

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

A. 2013 – 2014 School District Calendar (see page 4).

- B. Approval of a 3-year renewal with the Lancaster-Lebanon Virtual School through IU13 (see enclosure).

Explanation: Penn Manor partnered with IU13 two years ago in order to offer an alternative to cyber charter programs. We continue to recruit enough students to cover the cost of memberships. The three-year option is offered by IU13 at a discount over shorter contracts.

- C. First Reading of Policies:

- #113.2 – Positive Behavior Support
- #113.4 – Confidentiality of Special Education Student Information
- #249 – Bullying/Cyberbullying
- #302 – Employment of Superintendent/Assistant Superintendent
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- #333 – Professional Development
- #609 – Investment of District Funds
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- D. Hambright Elementary School Plancon F – Approval and submission of Plancon Part F (Construction Documents) to the Pennsylvania Department of Education for the Hambright Elementary School new project (PDE Project Number 3677).

Explanation: Plancon Part F provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of Plancon Part F authorizes a district to receive bids and enter into construction contracts (see enclosure).

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

- A. Open Campus PA Courses for 2012-2013 (see pages 5 – 8).
- B. Tuition Free Senior for the remainder of the 2012-2013 school year.
Madeline Rohrer
- C. Approval of Trane, U.S. Inc. to conduct a detailed energy audit for Manor Middle School to determine project recommendations under the Guaranteed Energy Savings Act.

Explanation: As a result of the recent request for proposals, the administration is recommending that the district enter into an agreement with Trane to conduct an in-depth analysis of Manor Middle School and to provide recommendations for energy saving projects and systems upgrades. The recommendations will be shared with the board at a future meeting and prior approval will be sought before proceeding with any projects related to the audit.

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 page 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.
 Kelly L. Derr
 Paul G. Fierro
 Luke A. Grice
 Joseph M. Irwin
 Lucas C. Sandoe
 Typhany L. Sellers
 Nathan A. Strohl
 Emily F. Wise
- C. Leaves to the individuals according to the terms listed:
 Professional Employee:
 Employee B45 – May 6, 2013 – end of 2012-2013 school year, Family Medical

 Classified Employees:
 Employee B46 – January 7 – February 10, 2013, Designated Family Medical
 Employee B47 – January 31 – February 12, 2013, Designated Family Medical
 Employee B48 – January 7 – February 18, 2013, Designated Family Medical
- D. Athletic Workers for 2012-2013 as listed.
 Billie Jo Atkins
 Josh Tucker
- E. Volunteer Track and Field Coach for 2012-2013.
 Ben Schober

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Full Day In-Service



Open Campus PA Courses

The Hempfield, Manheim Township, and Penn Manor School Districts have partnered to develop the Open Campus PA program that allows students to enroll in online courses. These classes will be offered online or as a hybrid class (online instruction and classroom time). The open source software, Moodle, is used to deliver the classes. Students must be self-motivated and responsible to experience success in these courses. An application must be completed to enroll in one or more of these classes. The time and location of the hybrid classes will be determined once the enrollment for these classes has been confirmed. The following courses will be offered in the online or hybrid format for the 2013-2014 school year.

APPLIED ENGINEERING & TECHNOLOGY

Introduction to Video Game Design - Open Campus (Online)

Prerequisite: Students must have successfully completed Computer Animation I.

This online course provides you with an opportunity to take what you know about playing video games to the next level and create your own. Video Game Design is an introductory course that allows students to learn how to design and create basic video games using Games Factory 2 and Scratch software. A background in design will be helpful as students learn how to incorporate multiple applications for a common outcome. The curriculum uses science, technology, engineering, and math (STEM) as a foundation. Throughout the course, students will apply information learned from various disciplines and strengthen core basics.

BUSINESS

College Prep Personal Financial Literacy - Open Campus (Online)

Students will develop the financial skills related to income, taxes, financial planning, banking, consumer credit, budgeting, savings and investment, and insurance. This course will allow students to develop the knowledge and skills needed to make informed decisions as a consumer. Technological integrated learning experiences will be experienced throughout the course.

ENGLISH

College Prep English 11 - Open Campus (Online)

This course provides a chronological and historical study of American literature. Reading comprehension, analytical skills, writing, and vocabulary study are areas that are emphasized. A formal research paper and technology projects are required.

College Prep English 12 - Open Campus (Online)

This course is a study of British literature as well as a look at other examples of world literature and a survey of the development of the English language. Additionally, this course includes continued development of oral communication skills and language enrichment through vocabulary study. Several expository compositions and a major research paper are required.

College Prep Creative Writing – Open Campus (Online)

This course is designed to give students who have already mastered basic writing skills a creative outlet. This course will use the writing process in developing personal essays, short stories, plays, and poems. Students will focus on developing characters, plot, and dialogue in plays and stories and on mastering imagery, meter, and rhythm in poetry.

This course does not fulfill an English credit for juniors.

FOREIGN LANGUAGE

Honors Español Médico (Spanish for Healthcare) - Open Campus (Online)

Grades 10 - 12

Prerequisite: Spanish IV Honors

This online course includes independent, online work by students. This course is designed for students who are planning to pursue health care-related fields in college or other post-secondary vocations. This course serves as a complement to previous learning by adding the ability to assist patients in a medical situation. Curriculum will include typical physical/anatomy vocabulary, patient history, patient intake, determining basic pain or physical conditions/ailments, basic physical exam, common conditions and diseases, emergency procedures, intake and discharge procedures, prescription instructions, and taking/making appointments. In addition to basic language skills, emphasis will be specifically placed on patient-professional communication which is encouraged through role-play, dialogues, situational conversations, spontaneous communication, and the like. There is also a focus on proper translation and interpretation practices in the healthcare setting. Students are expected to communicate exclusively in Spanish.

Honors Spanish 505: Español Comercial (Business Spanish) – Open Campus (Online)

This course is designed for students who would like to be able to use Spanish at their current jobs or in their future careers in the business world. Topics will include vocabulary such as social services, retail and sales, legal system, law enforcement, banking and finance, restaurant and food services, customer service, management, advertising, and marketing. Students will also learn about the economies of Spain and Latin America, as well as proper business etiquette and correspondence in the Hispanic world. A continual review of Spanish grammar will also be incorporated into lessons, in order to improve fluency. Emphasis will be placed on using authentic materials for listening and reading and using Spanish to communicate effectively in practical business situations through role-play, dialogs and presentations. Students will also investigate how Spanish is used and/or needed in the local business community. Students are expected to communicate exclusively in Spanish.

Latin – Open Campus (Online)

First year Latin is the first step in the process of learning to read ancient classical texts. Basic grammar and vocabulary of Latin are introduced. Students learn to read Latin texts immediately. The readings are based on Roman mythology, Roman history, and Roman literature. Customs of daily Roman life are also included.

Students will also learn about the influence Latin has had on the English language through the study of derivatives.

MATH

College Prep Calculus – Open Campus (Online)

This course will introduce and develop fundamental calculus principles and techniques with an emphasis on the practical value of calculus. Students will encounter genuine, real-world problems in business, economics, life sciences, and a wide range of other fields. This course will not prepare students for the AP exam, but will give them a clear understanding of the ideas of calculus as a solid foundation for subsequent courses. Students enrolled in this course will study the following topics:

- Limits and derivatives
- Methods of differentiation and their applications
- Definite and indefinite integration
- Methods of integration and their application
- Differential Equations

College Prep Geometry - Open Campus (Online)

Prerequisite: Algebra II

This online Geometry course is designed for the independent student who desires an alternate approach to the traditional classroom setting. The course will develop geometry as a deductive system and includes the following topics: distance, lines, planes, angles, triangles, congruence, perpendicular and parallel lines and planes, area, similarity, transformations, coordinate geometry, circles and spheres, volume, and basic algebra review.

College Prep Precalculus – Open Campus (Online)

Students enrolled in Precalculus will study the following topics:

- Analysis of functions
- Polynomial and rational functions
- Exponential and logarithmic functions
- Circular and trigonometric functions
- Complex number system
- Plane analytic geometry
- Trigonometric identities and equations

College Prep Statistics - Open Campus (Online)

Prerequisite: Successful completion of CP Algebra I, CP Algebra II, CP Geometry/Trigonometry

This course is an introduction to the major concepts of data analysis, specifically exploring and describing univariate and bivariate data graphically and numerically, experimental design, anticipating patterns through probability, and statistical inference procedures. This class is recommended for any student who will need to take a Statistics course on the college level. Calculators and other online resources will be used to analyze data throughout the course. A TI-83+ or TI-84 graphing calculator is required.

MUSIC

Popular Music in America - Open Campus (Online)

Popular Music in America is designed for students who have an interest in music but may or may not be inclined toward musical performance. This online course will introduce the history and influence of American music within the broader context of American culture. The primary goal of the course is to forge connections between the world of contemporary pop music (with which most students are intensely involved) and the historical roots of this music (which most know very little about). Students will learn to distinguish between different styles and genres and will gain a solid understanding of how popular music is constructed and produced.

PHYSICAL EDUCATION:

Health Education - Open Campus (Online) (.5 credit)

An examination of mental, emotional, physiological and social health issues of young adults occurs in this course. Emphasis on healthful decision-making, long- and short-term goal setting, and looking into the future of one's quality of life will be discussed, debated and researched. Students will be engaged in learning aspects of human anatomy and physiology related to problems associated with disease prevention and how to determine and access good healthful information based on reliable media and other associated sources of information.

Physical Education - Open Campus (Hybrid) (.5 credit)

The online physical education program is designed for the independent student who consistently pursues fitness and recreation activities outside of the traditional physical education program. Such activities include but are not limited to: high school athletics and off-season training, regional competitions, dance instruction and performance, as well as independent activities. During the course, participants will be expected to maintain and submit logs of fitness activities, submit essays regarding fitness and recreation activities, and complete a bi-weekly assessment of their fitness levels. The student's grade will be primarily based upon the fitness levels demonstrated on the bi-weekly assessments.

SOCIAL STUDIES

AP Psychology - Open Campus (Online)

Advanced Placement Psychology is an in-depth study of human behavior. Topics such as learning, personality, abnormal psychology, therapy and human development will be studied. Textbooks are college-level and students will be expected to read independently. Analysis and synthesis will be demonstrated through the writing of essays and other activities. College credit and/or advanced placement may be obtained by achieving a satisfactory score on the standardized Advanced Placement Psychology exam. This course will be offered annually.

College Prep Government & Economics – Open Campus (Online)

This online course is designed to give the student a comprehensive study of the structure and functions of the United States' political and economic systems. The student will develop the inquiry and analytical skills necessary to better understand our political and economic systems. The systems will be studied through ideology, institutions, leadership, role of the citizen, and the decision making process. Awareness and examination of current events topics through various online issues is an integral component of this course for students.

SCIENCE

College Prep Astronomy – Open Campus (Online)

Prerequisites: Algebra II/Trig and successful completion of Earth Science, General/Physical Science, and Biology. A solid understanding of algebraic principles is required, including rearranging equations with 3 variables, order of operations, and exponents.

Laboratory experiences will occur solely on-line via activities and simulations. There will be no on-campus time; however nighttime activities may be required. Major assessments will be administered and implemented on-line. This course will utilize a variety of online tools and applications. The universe is comprised of infinite space both inward and outward. In this course, we will attempt to discover just how big it truly is by using by an array of celestial objects that exist around us. We will explore our night sky, constellations, solar system, galaxy, and what lies beyond the far reaches of space. In addition, we'll learn about past and current projects for space exploration, as well as future ideas for space travel, but it all has to start with an introduction to the first astronomers. Our journey will also take us to black holes, quasars, supernovae, brown dwarfs, and current theories. Lastly, we'll explore how we make observations from Earth, and touch on the mechanics of the tools that aid us in exploring the night sky.

College Prep Chemistry – Open Campus (Hybrid)

Prerequisites: Successful completion of Earth Science, Biology, and Algebra I. A solid understanding of algebraic principles is required, including rearranging equations with 3 variables, order of operations, and exponents.

Laboratory experiences will occur both on-campus and via simulation. On-campus time will occur twice weekly in two separate blocks during the student day. Major assessments will be administered during the on-campus time. This course will utilize a variety of online tools and applications.

This course will cover such topics as: matter and its classification, chemical symbols and formulas, atomic structure, periodic classification of the elements, bonding, the gas laws and molecular theories, stoichiometry, solutions, acids, bases, and salts.

College Prep Physics – Open Campus (Hybrid)

Prerequisites: Successful completion of Algebra II, Geometry or Pre-Calculus. A solid understanding of algebraic principles is required, including rearranging equations with 3 variables, order of operations, and exponents.

Laboratory experiences will occur both on-campus and via simulation. On-campus time will occur twice weekly in two separate blocks during the student day. Major assessments will be administered during the on-campus time. This course will utilize a variety of online tools and applications. This course will cover such topics as: kinematics, dynamics, electricity and electronics. Various group projects will be required throughout 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
3/4/2013	* BURKHOLDER	HEATHER	ERA - ACADEMIC SUPPORT	CENTRAL MANOR	1.00	180	\$ 10.17	For the 2012-13 School Year Only	5.00	Effective 2/4/2013 Enrollment Related - 2012-13 School Year
3/4/2013	* MARTELLE	TAMMY	ERA -LST	PEQUEA	0.50	181	\$ 9.90	For the 2012-13 School Year Only	6.50	Effective 2/4/2013 Enrollment Related - 2012-13 School Year
3/4/2013	PEIFER	MICKI	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/4/2013
3/4/2013	ANDERSON	MELISSA	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/4/2013
3/4/2013	MARTIN	RUTH	FOOD SERVICE SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 3/4/2013

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

* signifies a change in status