

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, March 5, 2012  
Manor Middle School – Board Room

**EXECUTIVE SESSION**

4:00 – 5:00 Act 93 Meet and Discuss Committee: Ms. Wert, Mrs. Friedman,  
& Mrs. Green

5:30 – 6:30 Superintendent’s Evaluation

6:30 – 6:45 Personnel

**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 19, 2012 at 7:00 p.m. in the Board  
Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: February 21, 2012  
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.** Collective Bargaining Agreement with PMEA – Dr. Leichliter  
(7:15 – 7:30)

*Explanation: Dr. Leichliter will discuss the tentative two-year agreement  
with the Penn Manor Education Association being recommended for  
board approval.*

**Approval for Placement on March 5 School Board Meeting Agenda**

**Item 2.**  
(7:30 – 8:15)

Transportation Operations Update – Mrs. Duke and Mrs. Kelshaw

*Explanation: Some major cost cutting changes in transportation were implemented for the current school year. The Transportation Director will briefly discuss the impact of these changes. Additionally, the timeline and plan for finding and training our next Transportation Director will be presented.*

**Information Only**

**Item 3.**  
(8:15 – 8:25)

2012-2013 Calendar – Dr. Leichliter  
(see page 4)

*Explanation: Dr. Leichliter will review the proposed calendar for the 2012-2013 school year.*

**Approval for Placement on March 19 School Board Meeting Agenda**

**Item 4.**  
(8:25 – 8:30)

Intermediate Unit 13 Board Membership – Dr. Leichliter

*Explanation: The board must nominate a board member for a term on the IU13 board.*

**Approval for Placement on March 5 School Board Meeting Agenda**

**Item 5.**  
(8:30 – 8:45)

Lancaster County Academy Budget – Ms. Wert

**Information Only**

**Item 6.**  
(8:45 – 8:50)

Comcast Internet and Network Proposals– Mr. Reisinger  
(see enclosures)

*Explanation: Mr. Reisinger will review ERATE proposals for additional Internet bandwidth and network connectivity between district buildings.*

**Approval for Placement on March 5 School Board Meeting Agenda**

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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Adopted:

## Penn Manor School District 2012 - 2013 Calendar

# DRAFT

### August 2012

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15,16,17 Elem. Required Days  
20,21,22 District Required Days  
27-First Student Day  
31-Vacation  
4-Elem 4-Sec

### February 2013

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
	19	20	21	22
25	26	27	28	

1 - K-12 Early Dismissal  
15-Weather Make-up Day/Vacation  
18-Presidents' Day Vacation  
22-K-12 Early Dismissal  
18-Elem 18-Sec

### September 2012

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

3-Labor Day Vacation  
14-HS/Elem Erly Dismissal  
21-MS Erly Dismissal  
19-Elem 19-Sec

### March 2013

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

22-K-12 Early Dismissal  
28-Weather Make-up Day/Vacation  
29-Good Friday/Vacation  
19-Elem 19-Sec

### October 2012

M	T	W	T	F
1	2	3	4	5
	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5-K-12 Early Dismissal  
8-Columbus Day Vacation  
  
22-Elem 22-Sec

### April 2013

M	T	W	T	F
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1-Weather Make-up Day/Vacation  
  
  
21-Elem 21-Sec

### November 2012

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

5-Weather Make-up Day/Vacation  
6-Elem In-Service  
14,15,16-K-12 Early Dismissal  
22-26 - Thanksgiving Vacation  
17-Elem 18-Sec

### May 2013

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
		21	22	23
	28	29	30	31

10-K-12 Early Dismissal  
20-Weather Make-up Day/Vacation  
21-Vacation/In-Service  
27-Memorial Day Vacation  
20-Elem 20-Sec

### December 2012

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

7- K-12 Early Dismissal  
  
24-31 - Christmas Vacation  
15-Elem 15-Sec

### June 2013

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

7-Last Day  
  
5-Elem 5-Sec

### Key

	Required In-Service
	Vacation/In-Service
	Vacation for Staff & Pupils
	Weather Make-up Day/Vacation
	Early Dismissal
	First Day - Pupils
	Elem Early Dis, Sec In-Serv
	Last Day - Pupils

Full In-Service Days in Calendar - 8

Built-In Weather Days 5

\*Floats with end of semester.

Teacher	189
Student	181
Days 1st semester	90
Days 2nd semester	91



- C. Internet Services Agreement with Comcast Business Communications to provide additional Internet connectivity as per the enclosed proposal at a cost of \$2,200 per month for 36 months (see enclosure).

*Explanation: This Comcast contract is for the addition of 100MB of dedicated Internet connectivity in support of the district instructional program. E-rate will discount this at 50%/month.*

- D. Network Services Agreement with Comcast Business Communications to provide network connectivity as per the enclosed Second Rider at a cost of \$4,600 per month for an additional 15 months (see enclosure).

*Explanation: Comcast provides a 1Gbs dedicated metro Ethernet network between all districts. The proposed Rider extends the existing contract by 15 months to June 30, 2014. E-rate will discount this at 50%/month.*

- E. Textbook -- American Government Foundations Series (Civics and Government, Grade 10)  
125 textbooks, \$85.00 each for a total of \$10,625.00

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

- A. Second 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

- B. Traffic Impact Study for Traffic Planning and Design, Inc. to conduct a traffic impact study for the Hambright Elementary School project as described in the enclosed proposal at a cost of \$12,900 for professional services plus expenses (see enclosure).

*Explanation: The traffic study is required to move forward with the Hambright Construction project. Traffic Planning and Design, Inc. has done previous studies for the district.*

**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 page 5).

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:

Breanna L. Alba  
Tatyana N. Simmers

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

Professional Employees:

Employee O2 – Designated Family Medical, January 18 – February 14, 2012  
Employee P2 – Family Medical, April 12, 2012 – end of the 2011-2012 school year  
Employee Q2 – Intermittent Family Medical, February 23 – June 7, 2012

Classified Employee:

Employee R2 – Designated Family Medical, January 24 – February 15, 2012

D. Tenure for the individual listed as he has completed the requirement of three years of satisfactory teaching performance with the school district:

Matthew Fox

E. Mentor for the 2011-2012 school year as listed:

Carole Fay -- \$301.00 for Diane S. Glock-Cornman effective 2/27/2012

*Explanation: All new teachers and teachers changing positions are assigned a mentor. This is required by the Pennsylvania Department of Education. It is also required as part of the New Teacher Induction Plan in the EStrategic Plan.*

F. Personal Care Assistant for Co-Curricular Activities of the individual listed to provide personal care assistance during co-curricular activities at her normal rate.

Tara Etzweiler

*Explanation: Tara Etzweiler will perform approximately 20 hours during the school year to support a student with a disability to fully participate in co-curricular activities.*

G. Administrative Stipend – payment of an administrative stipend of \$1,655.21 to Tamara Baker, Elementary Guidance Counselor, for serving as acting building principal at Letort Elementary from March 29 through May 23, 2012.

*Tamara Baker graduated from Millersville University with a degree in Elementary Education. She then earned her Masters' Degree in Counseling Education and started working for Penn Manor School District twelve years ago as a school counselor at Letort and Hambright. During that time, she earned her Masters' Degree in Educational Leadership along with Principal Certification, K-12. Two years ago she completed a six-month term as acting principal at Hambright. We look forward to her contributions as she serves as acting principal at Letort.*

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## 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
3/5/2012	HERR	VICKIE	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 2/17/2012
3/5/2012	EPPERSON	LATONYA	HEALTH ROOM SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 2/16/2012

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

\* signifies a change in status