

Agenda – Committee of the Whole
Penn Manor School District
Monday, May 2, 2011
Manor Middle School – Auditorium

LIGHT DINNER

(5:00)

EXECUTIVE SESSION (Board Room)

(5:15 – 5:30)

Student Matter

(5:30 – 6:15)

Teacher Negotiations

(6:15 – 6:45)

Superintendent’s Evaluation

COMMITTEE OF THE WHOLE (Manor Middle School Auditorium)

7:00

CALL TO ORDER:

Dr. Frerichs

NEXT MEETING:

The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, May 17, 2011** at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

April 18, 2011

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

CITIZEN’S COMMENTS:

Name and Address

Item 1.

(7:15 – 8:15)

Hambright Construction Options – Dr. Leichliter, Mr. Coleman, and Mr. Johnston

Explanation: The administrative staff will present the final community presentation for citizen input regarding the options of either renovating Hambright or building a new facility on the Manor Middle campus. Mr. Long will present the Facility Committee recommendation after the presentation. The School Board will be asked to vote on a final direction at the Tuesday, May 17, 2011 School Board Meeting.

Information Only

Item 2.
(8:15 – 8:25)

Performance Contracting – Mr. Coleman

Explanation: A brief overview of the performance contracting process for energy savings and potential application at Penn Manor.

Information Only

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 3.
(8:25 – 9:00)

Personnel Realignment for 2011-2012– Mr. Johnston, Ms. Pollock, Mrs. Hallock, Dr. Kreider

Explanation: The administrative staff will review proposed changes for the 2011-2012 school year to professional staff and support staff assignments. The changes are being proposed and will be included in the final budget in order to reduce personnel costs and to take advantage of attrition savings through retirements.

Information Only

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 President 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 – School Board Meeting
Penn Manor School District
Monday, May 2, 2011
Manor Middle School – Auditorium
At Conclusion of the Committee of the Whole

CALL TO ORDER:

PRAYER AND FLAG SALUTE: Mrs. Green

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on **Tuesday, May 17, 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: April 18, 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. **Revised Support Staff Structure** – Revised support staff structure including reallocation of personnel requirements as presented (see enclosure).

Explanation: As reviewed in the previous board meeting, in response to budget, financial and healthcare concerns all support staff aide positions were reviewed with building principals to determine where cuts could be made. The resulting proposed changes are recommended for the 2011-12 school year. All positions will continue to be reviewed as part of ongoing budget efforts.

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

- A. Appointment of Board Treasurer – Appoint Christopher L. Johnston to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2011 through June 30, 2012.

Explanation: Required by School Code.

- B. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2011 through June 30, 2012.

Explanation: Required by School Code.

- C. Appointment of Board Secretary – Appoint Paula E. Howard to the position of Board Secretary for the Penn Manor School District effective July 1, 2011 through June 30, 2015.

Explanation: Required by School Code. This is a four year term due to the recently revised board policy.

- D. Authorization to Bid for Integrated Pest Management Services – Authorization to advertise to bid for Integrated Pest Management Services.

Explanation: The current contract for integrated pest management was negotiated in 2006 and expires at the end of September. Bids will be solicited for integrated pest management over the next few months with a recommendation to follow in the fall.

- E. Athletic Ticket Prices – Increased ticket prices for athletic events beginning with the 2011-2012 school year.

Events

Adult	\$5	No Change
Student	\$3	No Change

All Season Pass

Adult	\$40	(was \$35)
Student	\$25	(was \$20)

Fall Season Pass

Adult	\$20	(was \$15)
Student	\$15	(was \$10)

Winter Season Pass

Adult	\$20	(was \$15)
Student	\$15	(was \$10)

Spring Season Pass		
Adult	\$20	(was \$15)
Student	\$15	(was \$10)

Explanation: As recommended by the Athletic Director and supported by the administration, the last increase was approved for 2009-2010.

- F. Approval to Bid – Authorization to advertise for the bid for the following items for the 2011-2012 school year:

- Ice Cream
- Milk
- Fruit Drinks / Iced Tea

Explanation: Annual request to authorize advertisement for bidding for Food Services. Bids are normally brought to the board for approval in August.

- G. Tuition Student for the 2011-2012 School Year – Rafaela Vasconcelos
- H. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2011-2012 school year and payment of membership dues in the amount of \$12,300.

Explanation: PSBA dues are at the 2010-2011 level. No increase was proposed.

- I. Holiday Schedule for the 2011-2012 school year as listed (see pages 5 – 6).

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

- A. Professional Leaves – of the individuals listed, for the 2011-2012 school year, for the purpose of study pending appropriate documentation of courses. They will be taking the required number of credits in accordance with the district Compensated Professional Leave Policy #338.1.

- Wardell J. Jackson – First Semester, full pay
- William W. Southward, Jr. – Second Semester, full pay

Explanation: School Districts in the Commonwealth of Pennsylvania are required to grant professional development leaves of absence to professional employees who meet specific eligibility guidelines. Professional development leaves of absence are governed by the following: § 11-1166 and § 11-1166.1 of the Public School Code of 1949, Penn Manor School Board Policy #338.1, and Article XXVIII of the negotiated agreement.

- 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.

- Thomas M. Gallagher
- Lisa M. Searer

- C. Retirement of the individual listed per the effective date.
Karen Eckert, food service, effective the end of the 2010-2011 school year.
- D. Employment or Change in Status (*) of the individuals listed per the effective date.
- Heather Hagelgans (*), enrollment related learning support hours at Pequea Elementary increased to 6.5 hours per day, effective 4/11/2011.
 - Cirilo Ventura, enrollment related personal care assistant at Letort Elementary, 6 hours per day, \$9.00 per hours for the 2010-2011 school year only, effective 4/19/2011.

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*Office of the Superintendent
Penn Manor School District*

TO: Building Administrators Jeff Roth
Vickie Hallock Neil Fellenbaum
Chris Johnston Judy Duke
Theresa Kreider Kimberly Finkbiner
Ellen Pollock Shelley Hodson
Randy Wolfgang Cindy Rhoades
Charlie Reisinger Marilyn Springer
(Technology Staff) Paula Howard
Dennis Coleman
(12-Month Custodians)

FROM: Mike Leichliter

RE: Holiday Schedule 2011-2012

DATE: May 3, 2011

Following are the dates officially scheduled as holidays for the 2011-2012 school year:

July 4	-	July 4, 2011 (Monday)
Labor Day	-	September 5, 2011 (Monday)
Thanksgiving	-	November 24, 2011 (Thursday)
	-	November 25, 2011 (Friday)
	-	November 28, 2011 (Monday)
Christmas	-	December 26, 2011 (Monday)
New Year's	-	December 30, 2011 (Friday)
Presidents' Day	-	February 20, 2012 (Monday)
Good Friday	-	April 6, 2012 (Friday)
Memorial Day	-	May 28, 2012 (Monday)

**Office of the Superintendent
Penn Manor School District**

TO: Carol Alexander, Diana Alston, Valerie Bosso, Sharlotte Dammerman, Sue Kelshaw,
Sharon Knighton, Doris Long, Phyllis Martin, Jill Musser, Beth Shenenberger, Stacy Riffert, and
Maria Ross
FROM: Mike Leichliter
RE: Holiday Schedule 2011-2012
DATE: May 3, 2011

Following are the dates officially scheduled as "holidays" for the 2011-2012 school year: There will be no deviations from the schedule. All 12-month secretaries must work 8 ½ hours per day, including a ½ hour lunch break year round.

July 4	-	July 4, 2011 (Monday)
Labor Day	-	September 5, 2011 (Monday)
Thanksgiving	-	November 24, 2011 (Thursday)
	-	November 25, 2011 (Friday)
Designated Holiday	-	November 28, 2011 (Monday)
Christmas	-	December 26, 2011 (Monday)
New Year's	-	December 30, 2011 (Friday)
Presidents' Day	-	February 20, 2012 (Monday)
Good Friday	-	April 6, 2012 (Friday)
Memorial Day	-	May 28, 2012 (Monday)

As a reminder it was previously communicated that in an effort to maintain equity with other support staff personnel, the summer hours system will be phased out through attrition. To clarify the **pre-July 1, 2008** system:

- 12 month secretaries work an 8 hour day throughout the year, but are eligible for additional paid time off as designated by the administration. This paid time off is calculated each year by the payroll department and days off are determined by the administration.

Beginning July 1, 2008, anyone hired as a 12 month secretary will no longer receive the benefits associated with summer hours. Existing employees will be grandfathered into the system, but no new staff will receive such benefits. To clarify the **post-July 1, 2008** system:

- 12 month secretaries hired to a position previous to June 30, 2008 will work an 8 hour day throughout the year, but are eligible for additional paid time off as designated by the administration. This paid time off will be calculated each year by the payroll department and days off will be determined by the administration.
- 12 month secretaries hired to a position after June 30, 2008 will work an 8 hour day throughout the year. They will not be eligible for the additional time off.

Calculation for the summer of 2011:

Days between school years:	57 days
Elimination of summer hours (daily):	.75 hours
Summer hours calculated:	42.75 hours
Summer hours benefit (rounded to nearest half day):	5.5 days

For this year, the following days are designated as vacation:

Tuesday, December 27, 2011 Thursday, December 29, 2011
Wednesday, December 28, 2011

2.5 days may be used as a floating holiday at the discretion of the employee