

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, May 7, 2012  
Manor Middle School – Board Room

**Dinner**

4:45

**BUDGET WORKSHOP**

5:00

**EXECUTIVE SESSION**

6:00

Superintendent’s Evaluation

6:30

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, May 21, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES:

April 16, 2012

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

CITIZEN’S COMMENTS:

Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.**  
(7:15 – 7:20)

**First Reading of Revised Policies** – Dr. Leichter and Ms. Pollock  
(see enclosure)

*Explanation: Dr. Leichter and Ms. Pollock will review changes to a number of board policies as part of the district’s revision cycle.*

## **Approval for Placement on May 7 School Board Meeting Agenda**

**Item 2.**  
(7:20 – 7: 25)

**IU 13 2012 Election Ballot** – Dr. Frerichs  
(see enclosure)

**Return to Paula**

**Item 3.**  
(7:25 – 7:45)

**Student Technology Updates and Plans** - Mr. Reisinger

*Explanation: Future technology purchases and upgrades will be discussed.*

**Information Only**

**Item 4.**  
(7:45 – 8:15)

**2011-2012 Proposed Final Budget** – Mr. Johnston  
(see enclosure)

*Explanation: The 2012-2013 proposed final budget will be presented.*

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

**Item 5.**  
(8:15 – 8:30)

**Update on IU Transfer Between Entities Process** – Dr. Kreider

*Explanation: Dr. Kreider will review yearly transfer between entities occurring in IU 13 and the impact on Penn Manor students.*

**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 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.



- B. First Reading of Revised Policies (see enclosure).
  - #004 – Membership
  - #210 – Use of Medications
  - #210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
  - #210.2 – Administering of Injections
  - #718 – Service Animals in Schools

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

- A. Cooling Tower Safety Upgrade for Manor Middle School per attached proposal (see enclosure).
- B. Cooling Tower Safety Upgrade for Penn Manor High School per attached proposal (see enclosure).
- C. Contract with Franklin & Marshall College for the 2012 Penn Manor High School Commencement (see enclosure).

*Explanation: Commencement will be held at F&M for the second consecutive year. Total costs will again be shared with Hempfield School District who will be holding their commencement on the night following Penn Manor's graduation. This year's contract will provide some audio and visual enhancements as a result of feedback received in 2011.*

- D. 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, 2012 through June 30, 2013.

*Explanation: Required by School Code.*

- E. Appointment of Tax Collector – Appoint Christopher L. Johnston, Business Manager, as Tax Collector for the Penn Manor School District effective July 1, 2012 through June 30, 2013.

*Explanation: Required by School Code.*

- F. Approval to Bid – Authorization to advertise for the bid for the following items for the 2012-2013 school year:
  - Ice Cream
  - Milk
  - Fruit Drinks / Iced Tea

- G. PSBA Membership – Membership in the Pennsylvania School Boards Association, Inc. for the 2012-2013 school year and payment of membership dues in the amount of \$12,300.

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

H. Change Orders for Central Manor Project totaling \$8,194.99 as summarized (see page 7).

*Explanation: Processing of plumbing related change orders for the Central Manor renovation project.*

I. 2012-2013 School Board Calendar (see page 8).

J. The Revised 2012-2013 School District Calendar (see page 9).

**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 10).

B. Substitute Teachers within the school district until such time that either the school district or the individuals would opt to have their name deleted from the substitute teacher list:

Cameron W. Aument  
Hillary J. Buckwalter  
Courtney M. Eckman  
Jean M. Farrell  
Margaret A. Peart

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

Professional:

- Employee W2 – Designated Family Medical, April 2 – April 26, 2012

Classified:

- Employee X2 – Intermittent Family Medical, April 5, 2012 – April 4, 2013
- Employee Y2 – Designated Family Medical, February 14 – May 7, 2012

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

Patrick S. Eichelberger

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

E. Retirement of the individual listed per the effective date:

- Carol Horst, Food Service Manager, effective October 15, 2012.

- F. Professional Leaves – of the individuals listed, for the 2012-2013 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 (see page 11).

*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.*

## ADJOURNMENT

### SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT

Resolution Authorizing Proposed Final Budget  
Display and Advertising

**RESOLVED**, by the Board of School Directors of Penn Manor School District, as follows:

1. The proposed Final Budget of the School District for the 2012- 2013 fiscal year on form PDE 2028 as presented to the School Board shall be considered the proposed Final Budget of the School District for the 2012- 2013 fiscal year and shall be made available for public inspection after this date.
2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

PENN MANOR SCHOOL DISTRICT

Final Budget Notice

**NOTICE** is given that the Proposed Final Budget for the General Fund of Penn Manor School District for the 2012- 2013 fiscal year in its most recent form is available for public inspection at the school district offices, 2950 Charlestown Road, Lancaster, Pennsylvania, and will be presented for adoption as a Final Budget at a school board meeting to be held in the board conference room of the Manor Middle School, 2950 Charlestown Road, Lancaster, Pennsylvania on June 18, 2012. The budget will be amended before final adoption.

\_\_\_\_\_, Secretary

# CENTRAL MANOR CHANGE ORDERS

**CONTRACTOR**

LEO KOB Co. INC.

CHANGE ORDER NUMBER

3 \$ 8,494.99

CHANGE ORDER NUMBER

3.1 \$4,153.30

AMOUNT Add (Deduct)

3.2 \$2,220.59

DESCRIPTION

3.3 \$711.99

3.4 \$141.50

3.5 \$967.61

Cost to repipe water lines in Phase 2  
 Cost to repipe water lines in Phase 3  
 Cost to repipe roof drain in Phase 4  
 Cost to repair and reinstall water cooler by Classroom A107  
 Cost to access stopped floor drains in mechanical closets

PENN MANOR SCHOOL DISTRICT  
SCHOOL BOARD MEETINGS  
July 2012 – June 2013

**ALL MEETINGS ARE LOCATED IN THE BOARD ROOM AT  
MANOR MIDDLE SCHOOL AND ARE ON MONDAY UNLESS NOTED.**

<u>Date</u>	<u>Time</u>
July 16, 2012	7:00 p.m.
August 6, 2012	7:00 p.m.
August 20, 2012	7:00 p.m.
September 4, 2012 (Tuesday)	7:00 p.m.
September 17, 2012	7:00 p.m.
October 1, 2012	7:00 p.m.
October 15, 2012	7:00 p.m.
November 5, 2012	7:00 p.m.
November 19, 2012	7:00 p.m.
December 3, 2012	4:00 p.m.
January 7, 2013	7:00 p.m.
January 22, 2013 (Tuesday)	7:00 p.m.
February 4, 2013	7:00 p.m.
February 19, 2013 (Tuesday)	7:00 p.m.
March 4, 2013	7:00 p.m.
March 18, 2013	7:00 p.m.
April 1, 2013	7:00 p.m.
April 22, 2013	7:00 p.m.
May 6, 2013	7:00 p.m.
May 20, 2013	7:00 p.m.
June 3, 2013	7:00 p.m.
June 17, 2013	7:00 p.m.

Approved:

## Penn Manor School District 2012 - 2013 Calendar

### 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	<del>31</del>

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
<del>18</del>	19	20	21	22
25	26	27	28	

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

### September 2012

M	T	W	T	F
<del>3</del>	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	<del>29</del>

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
<del>8</del>	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
<del>1</del>	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
5	<del>6</del>	7	8	9
12	13	14	15	16
19	20	21	<del>22</del>	<del>23</del>
<del>26</del>	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
20	21	22	23	24
<del>27</del>	28	29	30	31

10-K-12 Early Dismissal  
 20-Weather Make-up Day/Vacation  
 21-Vacation/In-Service  
 27-Memorial Day  
 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
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
<del>31</del>				





7- K-12 Early Dismissal  
 21-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

Built-In Weather Days 6

\*Floats with end of semester.

Teacher	190
Student	181
Days 1st semester	90
Days 2nd semester	91

**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
5/7/2012	* YORK	LYNDA	ERA-LST	HIGH SCHOOL	4.25	181	\$ 10.32	For the 2011-12 School Year Only	4.25	Effective 4/19/2012
5/7/2012	* GEORGE	CHRISTINE	ERA-LST	MANOR MIDDLE	1.50	181	\$ 11.43	For the 2011-12 School Year Only	6.50	Effective 4/11/2012 Enrollment Related - 2011-12 School Year
5/7/2012	AUMENT	CAMERON	ERA - ACADEMIC SUPPORT	MANOR MIDDLE	5.00	180	\$ 9.02	For the 2011-12 School Year Only	5.00	Enrollment Related - 2011-12 School Year
5/7/2012	WITMER	CONNIE	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 5/7/2012 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

## PROFESSIONAL DEVELOPMENT LEAVE REQUESTS – 2012-2013 SCHOOL YEAR

As per the Penn Manor School District Compensated Professional Leave Board Policy #331.1 on Staff Development/Educational Improvement as well as Pennsylvania Public School Code of 1949, all applicants have filed the proper forms and hearings before the committee have been held. Please refer to the following brief description of each request.

**Lisa M. Roth Walter** – Committee (Dr. Leichliter and Dr. Egan) recommends approval for the second semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with Policy #331.1.

**Melany S. Rios** – Committee (Dr. Leichliter and Dr. Egan) recommends approval for the first semester at full pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with Policy #331.1.

**Emily L. Mattern** – Committee (Dr. Leichliter and Mr. Malek) recommends approval for the full year at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with Policy #331.1.

**Brian S. Reinking** – Committee (Dr. Leichliter and Mr. Gale) recommends approval for the full year at half pay for the purpose of study pending appropriate documentation of courses. He will be taking the required number of credits in accordance with Policy #331.1.

**Jennifer L. Sugra** – Committee (Dr. Leichliter and Mrs. Hallock) recommends approval for the full year at half pay for the purpose of study pending appropriate documentation of courses. She will be taking the required number of credits in accordance with Policy #331.1.