

Agenda – Committee of the Whole
Penn Manor School District
Monday, September 17, 2012
Manor Middle School – Board Room

4:45 Dinner

5:00 5-Year Budget Plan Workshop

EXECUTIVE SESSION

5:45 Superintendent Evaluation

6:30 Personnel
Student Matter

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, October 1, 2012 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: September 4, 2012
<http://www.pennmanor.net/boardminutes/>

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

Item 1. Hambright Elementary Building Project Update and Plancon D & E –
(7:15 – 7:45) Mr. Levato, Crabtree, Rohrbaugh & Associates Architects

Approval for Placement on the September 17 School Board Meeting Agenda

Explanation: Information on the current status of the construction project will be presented. Plancon D (Project Accounting Based on Estimates), and E (Design Development) will be presented for Board questions and approval.

Item 2.
(7:45 – 8:00)

Pequea Elementary Plancon A – Mr. Levato, Crabtree, Rohrbaugh & Associates Architects

Approval for Placement on the September 17 School Board Meeting Agenda

Explanation: Updated information on the proposed Pequea renovation project will be presented. Plancon A will be presented for Board approval to allow filing before the PDE plancon moratorium deadline.

Item 3.
(8:00 – 8:15)

2012 District Opening Enrollment – Dr. Shaffer and Mrs. Hallock

Information Only

Explanation: Enrollment data from the beginning of the 2012-2013 school year will be compared to ending numbers from the 2011-2012 school year.

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.

Agenda – School Board Meeting
Penn Manor School District
Monday, September 17, 2012
Manor Middle School – Board Room
At Conclusion of the Committee of the Whole

CALL TO ORDER:

MOMENT OF SILENCE Dr. Frerichs

FLAG SALUTE: Dr. Leichliter

NEXT MEETING: The next scheduled meeting of the Penn Manor School Board will be held on Monday, October 1, 2012 following the Committee of the Whole meeting.

ROLL CALL:

CITIZEN’S COMMENTS:

APPROVAL OF MINUTES: September 4, 2012
<http://www.pennmanor.net/board/minutes/>

SUPERINTENDENT’S REPORT:

TREASURER’S REPORT: August 2012

PAYMENT OF BILLS: August 2012
<http://www.pennmanor.net/blog/category/tr/>

General Fund	\$	3,098,204.49
Cafeteria Fund	\$	32,731.99
Capital Reserve Fund	\$	101,899.00
2010 Construction Fund	\$	114,408.47
Student Activity Fund	\$	16,883.42

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. Pequea Plancon A
- B. Hambright Elementary Plancon D and E

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

- A. Judicial Review Committee Actions as cited (see enclosure).
- B. Manor Middle School Energy Upgrade Proposal with Trane Building Services to install an upgrade to the current chilled water system for the administration offices at a cost of \$93,780.

Explanation: Part of the approved capital projects plan, this upgrade would provide for a separate chiller system to operate the administration office wing of the building. Separating the system will reduce summer operating costs by cooling only the occupied areas. Annual energy savings are estimated to be \$18,000 to \$20,000 with a projected payback period between 4.7 and 5.2 years. Payment to be made from the Capital Reserve Fund.

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 pages 4 – 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:
 - Christina M. Olindo
 - Kristine A. Palmisano
 - Sharon K. Perry
- C. Leave to the individuals according to the terms listed:
 - Professional Employee:
 - B19 – November 9, 2012 – January 21, 2013, Child Rearing
 - B20 – October 1, 2012 –November 5, 2012, Family Medical
- D. Bilingual school psychologist contract for up to 40 hours at the rate of \$60 per hour for the 2012-2013 school year to complete educational evaluations for non-English speaking students.
 - Elaine Torres

E. Athletic worker for the 2012-2013 school year as listed:
Kris Ricci

F. 2012/2013 Revised Band Positions for the 2012-2013 school year.

Marching Band Director	Tom Mumma	\$5,861.00
Brass Instructor	Alex Goodman	\$ 666.50
Brass Instructor	Dan Stauffer	\$ 666.50
Winter Guard Instructor	Katie Roberts	\$ 823.00
Woodwind Instructor	Ashley Weer	\$1,333.00
Percussion	RC Youse	\$1,333.00
Visual Captain Head	George Blakely	\$1,333.00
Guard Instructor	Katie Roberts	\$1,538.00
Asst. Guard Instructor	Bill Harker	\$1,025.00

G. Detention/Saturday School Monitors for the 2012-2013 school year at the rate of \$32.00 per hour.

Brad Aungst
Lisa Bitler
Courtney Costello
Steve Evans

H. 2012-2013 Co-curricular Positions as listed:

Katie Beaver	Science Fair (.5)	\$ 765.00
Erick Dutches	Science Fair (.5)	\$ 765.00

I. Department Coordinators Salaries for the 2012-2013 school year as listed (see page 6).

ADJOURNMENT

SCHEDULING AN APPEARANCE ON THE AGENDA

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PENN MANOR SCHOOL DISTRICT

September 17, 2012 Board Agenda

New employees for the 2012-2013 school year:

Nimo, Theresa M. – secondary professional employee, part-time, 50% permanent employee, effective September 24, 2012, Masters' Degree, no experience, Step 1, \$44,566 [\$19,571.40 prorated 81 days plus 2 in-service days; working cycle days 1,3,5], Assignment: Academic Support Teacher/Marticville Middle School

Theresa has a BA in elementary education and a Master's Degree in reading from Liberty University. She has worked as a Title I aide with the district since November 2009. Theresa and her husband, George have three children - Hannah 18, Jamilyn 14, and Nathan 12. Theresa and her family reside in Donegal School District.

Shetromph, Jennifer L. – elementary professional employee, full-time, long-term substitute, first semester, retroactive to August 27, 2012, Masters' Degree, no experience, Step 1, \$44,566 [\$21,929.40 prorated 90 days plus 3 in-service days], Assignment: School Librarian/Letort/Martic/Pequea Elementary Schools

Jennifer graduated in May 1985 from Millersville University with a BA in social work and from Clarion University in May 2010 with a Masters' Degree in Library Science with K-12 School Library certification. Jennifer was an extended day-to-day sub for the district and will fill the vacancy of a staff member on leave. Jennifer and her husband, John have two children, Natalie and Emily, who are both in college. Jennifer and her family reside in Manheim Township.

Last Name	First Name	Position	Teachers in the department	2011-12 Base Rate	2012-13 Certification	2012-13 K-12 Resp.	2012-13 7-12 Resp.	2012-13 7-8 Resp.	2012-13 # in Dept.	2012-13 Load Comp.	2012-13 Total
Fay	Carole	Ag.	3	\$ 2,525			\$ 100		\$ 75	\$ 300	\$ 3,000
Rotmund	Mindy	Fam. & Con. Science	3	\$ 2,525			\$ 100		\$ 75	\$ 300	\$ 3,000
Himes	Jeff	Art	9.5	\$ 2,525		\$ 200			\$ 250	\$ 150	\$ 3,125
Canady	Shawn	IATE	7	\$ 2,525			\$ 100		\$ 175	\$ 150	\$ 2,950
Yarnell	William	Science High School	13.5	\$ 2,525			\$ 100		\$ 350	\$ 300	\$ 3,275
Leitzel	Jayne	Science Middle School	6	\$ 2,525				\$ 50	\$ 150	\$ 150	\$ 2,875
Stikaitis	Angie	Math	24	\$ 2,525	\$ 400		\$ 100		\$ 600	\$ 150	\$ 3,775
Reddig	Agnew	Music	8	\$ 2,525		\$ 200			\$ 200	\$ 300	\$ 3,225
Maxwell	Shawn	P/E - split	8	\$ 1,263			\$ 100		\$ 200	\$ 150	\$ 1,713
Neiss	Ginny	P/E - split	7	\$ 1,263			\$ 100		\$ 175	\$ 300	\$ 1,838
Mintzer	Melissa	Foreign Language	7	\$ 2,525			\$ 100		\$ 175	\$ 150	\$ 2,950
Kirchner	Jeremy	Social Studies	15	\$ 2,525			\$ 100		\$ 375	\$ 150	\$ 3,150
O'Day	CeCe	English	14.5	\$ 2,525			\$ 100		\$ 375	\$ 150	\$ 3,150
McKnight	Chris	Language Arts	13	\$ 2,525				\$ 50	\$ 325	\$ 150	\$ 3,050
Letavic	Wendy	ESL	4	\$ 2,525		\$ 200			\$ 100	\$ 150	\$ 2,975
Pletcher	Michele	Special Education	31.5	\$ 2,525		\$ 200			\$ 800	\$ 150	\$ 3,675
Ostrowski	Melissa	Guidance	7.5	\$ 2,525			\$ 100		\$ 200	\$ 150	\$ 2,975
TOTALS			\$	\$ 40,400	\$ 400	\$ 800	\$ 1,100	\$ 100	\$ 4,600	\$ 3,300	\$ 50,701

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
9/17/2012 *	MCCOMSEY	AMANDA	ERA-LST	MANOR MIDDLE	0.60	72	\$ 9.90	For the 2012-13 School Year Only 2 days per week	6.60	Effective 9/6/2012 Enrollment Related - 2012-13 School Year
9/17/2012 *	BEATTIE	ELIZABETH	ERA-LST	MANOR MIDDLE	0.60	109	\$ 9.90	For the 2012-13 School Year Only 3 days per week	6.60	Effective 9/6/2012 Enrollment Related - 2012-13 School Year
9/17/2012 *	GOSHAW	BRIAN	ERA-LST	HIGH SCHOOL	0.25	181	\$ 10.17	For the 2012-13 School Year Only	6.75	Effective 9/6/2012 Enrollment Related - 2012-13 School Year
9/17/2012	DEAN	SONYA	ERA-LST	PEQUEA	4.25	181	\$ 9.90	For the 2012-13 School Year Only	4.25	Effective 9/12/2012 Enrollment Related - 2012-13 School Year
9/17/2012	VOGEL	TOBYE	ERA-LST	PEQUEA	2.75	181	\$ 9.90	For the 2012-13 School Year Only	2.75	Effective 9/12/2012 Enrollment Related - 2012-13 School Year
9/17/2012 *	CLARK	ALEIGHA	ERA-ACADEMIC SUPPORT	MANOR MIDDLE	2.60	181	\$ 10.17	For the 2012-13 School Year Only	5.00	Effective 8/27/2012 Enrollment Related - 2012-13 School Year
9/17/2012	BADORF	VICKIE	HEALTH ROOM TECH	CENTRAL MANOR	6.00	3 days per cycle	\$ 11.00	Permanent	6.00	Effective 9/11/12 Per District Health Room Tech Schedule
9/17/2012	NOEL	PAMELA	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 9/13/2012
9/17/2012	DILLOW	ROBERT	CUSTODIAN	HIGH SCHOOL	8.00	261	\$ 10.27	Permanent	8.00	Effective 9/4/2012
9/17/2012	SIDDONS	DAVID	CUSTODIAN	HIGH SCHOOL	8.00	261	\$ 10.64	Permanent	8.00	Effective 9/4/2012

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

* signifies a change in status