

Agenda – Committee of the Whole  
Penn Manor School District  
Monday, September 19, 2011  
Manor Middle School – Board Room

**EXECUTIVE SESSION WORKSHOP**

(6:00 – 6:25) Superintendent Evaluation

(6:25 – 6:30) Personnel

(6:30 – 6:45) Student Matters

**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 3, 2011 at 7:00 p.m. in the Board Room of the Manor Middle School.

ROLL CALL:

APPROVAL OF MINUTES: September 6, 2011  
<http://www.pennmanor.net/boardminutes/>

STUDENT REPORT: Evan Bigler and Sarah Evarts

CITIZEN’S COMMENTS: Name and Address

BOARD DEVELOPMENT OPPORTUNITIES AND REPORTS:

**Item 1.** Introduction of Mrs. Kim Marsh – Head Girls’ Lacrosse Coach  
(7:15 – 7:20)

**Item 2.**  
(7:20 – 7:40)

Board Operations Guideline – Dr. Frerichs and Dr. Leichliter  
Revision to No. 004.1-BOG Student Representative to School Board  
(To Be Distributed)

*Explanation: The Board Operations Guidelines were adopted by the Board in January 2011. They call for an annual review during the summer. Dr. Frerichs and Dr. Leichliter reviewed them and will recommend one change.*

**Approval for Placement on the September 19 School Board Meeting  
Agenda**

**Item 3.**  
(7:40 – 8:10)

Penn Manor Virtual School Update – Dr. Leichliter and Mr. Reisinger

*Explanation: An update on the status of the virtual program will be presented along with work in progress for the potential addition of blended courses in future years.*

**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.



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

- A.    PDE eStrategic Plan (see <http://is.gd/7zpYZB>)
- B.    Revised Board Operations Guideline No. 004.1 Student Representative to School Board (see pages 4 – 5).

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

- A.    Tax Exonerations as cited.

<u>BILL NO.</u>	<u>NAME</u>	<u>Parcel ID</u>	<u>REASON</u>	<u>ASSESSMENT CHANGE</u>	<u>TAX DOLLARS LOST</u>
<b><i>Manor Township</i></b>					
41010-4-8300	LEFEVER, Clint & Jennifer	4107857900000	Appeal	\$ 48,000.00	\$ 263.36
41011-3-3889	LEFEVER, Clint & Jennifer	4107857900000	Appeal	\$ 60,600.00	\$ 1,011.41

- B.    Management Partnership Services Inc. proposal to conduct a review and assessment of non-public transportation systems for a fee of \$5,800.

*Explanation: Part of the IU Consortium study represents 5 days of professional time inclusive of all travel and expenses.*

- C.    Judicial Review Committee Actions as cited (see enclosure).

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

- A.    Resignation of the individuals listed per the effective date.  
         Anita Kolibas – ERA – LST, effective September 16, 2011  
         Sue Sabado – Health Room Tech, effective September 16, 2011  
         Brian Stouffer, Custodian , effective September 23, 2011
- B.    Employment and Change in Status of the individuals listed per the effective date for the 2011-2012 school year (see page 6).
- C.    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 (see page 7).

- D. Fall, Winter and Spring Athletic Workers as listed for the 2011-2012 school year.  
Britney Clugston  
Amy Wall
- E. High School Choral Director of the individual listed for the 2011-2012 school year at the rate of \$1128.  
Lauren Forbes
- F. Aide at Central Manor of the individual listed for August 22 – August 26, 2011, 5 transition hours per day, to help prepare for the opening of the renovated Central Manor Main Building.  
Deb Jones
- G. Personal Care Assistant for Co-Curricular Activities of the individual listed to provide personal care assistance during co-curricular activities at her normal rate.  
Paulette Divet
- Explanation: Paulette Divet will perform approximately 40 hours during the school year to support a student with a disability to fully participate in co-curricular activities.*
- H. Fall Costume Coordinator of the individual listed for the 2011-2012 school year at the rate of \$1,220.  
Rebecca Cotich
- I. Leave to the individual according to the terms listed:  
Professional Employee  
Employee R1 - September 6, 2011 – September 5, 2012  
Intermittent Family Medical
- J. Department Coordinators Salaries for the 2011-2012 school year as listed (see page 8).

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# PENN MANOR SCHOOL DISTRICT

## BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

### 004.1-BOG. STUDENT REPRESENTATIVE TO SCHOOL BOARD

The role of the Student Representative to the Board is to convey student sentiment, report on student activities and advise the Board on student issues and concerns at School Board meetings.

#### Duties

The Student Representative will be responsible to:

1. Recognize the Student Representative's role is non-voting and advisory.
2. Review the Board meeting agenda and be prepared to discuss issues.
3. Attend School Board meetings, but not executive sessions, and present a monthly report of student activities and issues and concerns.
4. Serve as a liaison between students and the Board, administration, faculty, and student government.
5. Refer student requests for action through established administrative channels.
6. Serve on Board committees at the request of the Board President.
7. Inform ~~the student body~~ <sup>Student Council</sup> about School Board and district matters by submitting a monthly report to Student Council and utilizing other appropriate distribution methods, such as articles in the school newspaper.
8. Address the views of district students by attending state conferences, when authorized by the Board.

#### Qualifications

The Student Representative(s) must be a resident enrolled in district schools, be a member of the junior or senior class, maintain a B average, exhibit good citizenship and demonstrate leadership skills.

Selection

The Student Representative(s) will be selected by the high school students in a manner developed cooperatively by the designated principal and Student Council.

The principal will determine if interested students meet the qualifications.

Term

After selection as junior representative, the student will serve a two (2) year term.

The Student Representative will begin his/her term at the July School Board meeting following selection.

If the Student Representative is unable to complete his/her term, the designated administrator will direct the Student Council on selection of a replacement.

**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
9/19/2011 *	ARMSTRONG	SANDY	FOOD SERVICE	HIGH SCHOOL	1,123 hours Annually	180	\$ 9.02	Permanent	4.75 / 46 days 6.75 / 134 days	Effective 9/19/2011
9/19/2011 *	GERLACH	DEBRA	FOOD SERVICE	LETORT	0.75	180	\$ 11.26	Permanent	5.75	Effective 9/19/2011
9/19/2011 *	KREIDER	DELLA	FOOD SERVICE MANAGER	LETORT	1.00	180	\$ 16.65	Permanent	7.00	Effective 9/19/2011
9/19/2011	GARRETT	JEAN	ERA-LST	MARTICVILLE	2.50	181	\$ 10.17	For the 2011-12 School Year Only	5.00	Effective 8/29/2011
9/19/2011	LEHR	KAREN	ERA-LST	PEQUEA	6.00	181	\$ 11.27	For the 2011-12 School Year Only	6.00	Effective 8/29/2011
9/19/2011	JONES	JOANN	ERA-LST	CENTRAL MANOR	5.00	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 9/19/2011
9/19/2011	DIEM	KATE	ERA-LST	MANOR MIDDLE	2.50	181	\$ 9.90	For the 2011-12 School Year Only	5.00	Effective 9/19/2011
9/19/2011	DIEM	KATE	ERA - ACADEMIC SUPPORT	MANOR MIDDLE	2.50	181	\$ 9.09	For the 2011-12 School Year Only	5.00	Effective 9/19/2011
9/19/2011	VENTURA	CIRILO	ERA-LST	LETORT	6.00	181	\$ 9.90	For the 2011-12 School Year Only	6.00	Effective 8/29/2011
9/19/2011 *	RAILING	KATHLEEN	ERA-LST	PEQUEA	2.00	180	\$ 12.87	For the 2011-12 School Year Only	4.00	Effective 9/6/2011
9/19/2011	NISSLEY	BETTY	BUILDING AIDE	LETORT	2.00	180	\$ 9.02	For the 2011-12 School Year Only	2.00	Effective 9/19/2011
9/19/2011	SEIGER	JENNIFER	PLAYGROUND AIDE	HAMBRIGHT	1.50	180	\$ 9.02	Permanent	1.50	Effective 9/19/2011
9/19/2011	NAUMAN	EVELYN	SUPPORT STAFF SUBSTITUTE	DISTRICT	AS NEEDED	AS NEEDED	SUB RATE	Permanent	AS NEEDED	Effective 9/19/2011
9/19/2011	PEART	MEGAN	Title I Assistant	HAMBRIGHT	5.00	181	\$ 15.00	For the 2011-12 School Year Only	5.00	Effective 8/29/2011
9/19/2011 *	SMITH	JEFFREY	HEAD CUSTODIAN	LETORT	8.00	261	\$ 12.47	Permanent	8.00	Effective 10/3/2011
9/19/2011 *	MICHAEL	ROBERT	CUSTODIAN	HIGH SCHOOL	8.00	261	\$ 14.68	Permanent	8.00	Effective 9/13/2011
9/19/2011 *	AXE	DUSTIN	HEAD CUSTODIAN	CENTRAL MANOR	8.00	261	\$ 17.51	Permanent	8.00	Effective 10/3/2011
9/19/2011 *	RESSLER	MICHAEL	HEAD CUSTODIAN	PEQUEA	8.00	261	\$ 18.89	Permanent	8.00	Effective 10/3/2011
9/19/2011 *	HARTSOUGH	DONALD	HEAD CUSTODIAN	CONESTOGA	8.00	261	\$ 15.53	Permanent	8.00	Effective 10/3/2011
9/19/2011 *	SMITH	BARRY	HEAD CUSTODIAN	ESHLEMAN	8.00	261	\$ 19.10	Permanent	8.00	Effective 10/3/2011
9/19/2011	CAMPBELL	JAMES	MAINTENANCE	DISTRICT	8.00	261	\$ 12.32	Permanent	8.00	Effective 10/3/2011

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

\* signifies a change in status

**Substitutes for September 19, 2011 School Board Meeting**

\*Pending receipt of required documents

Titus J. Allamena

Christine C. Brubaker\*

Richard T. Esche

Vicki L. Fafel

Theresa F. Frisbie\*

Jennifer M. Hreben

Shethra Y. Jones-Hoopas

Carrie A. McGough

Ashley L. Messersmith

Keith P. Moody

Courtney D. Nielsen

Sean B. Reese

Evelyn Rivera

April R. Scheuing

Valerie L. Schulz

Heather E. Springer

Susan E. Sullivan

Nicole L. Tarapchak

Last Name	First Name	Position	Teachers in the department	2011-12 Base Rate	2011-12 Certification	2011-12 K-12 Resp.	2011-12 7-12 Resp.	2011-12 7-8 Resp.	2011-12 # in Dept.	2011-12 Load Comp.	2011-12 Total
Fay	Carole	Ag.	3	\$ 2,525			\$ 100	\$50 added for coordinators that have only middle school responsibilities	\$ 75	\$ 150	\$ 2,850
Roitmund	Mindy	Fam. & Con. Science	3	\$ 2,525			\$ 100		\$ 75	\$ 300	\$ 3,000
Himes	Jeff	Art	9.5	\$ 2,525		\$ 200			\$ 250	\$ 150	\$ 3,125
McKnight	Sean	IATE	7	\$ 2,525			\$ 100		\$ 175	\$ 150	\$ 2,950
Hess	Steve	Science High School	14.5	\$ 2,525			\$ 100		\$ 375	\$ 150	\$ 3,150
Leitzel	Jayne	Science Middle School	6	\$ 2,525				\$ 50	\$ 150	\$ 150	\$ 2,875
Stiklitis	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		\$ 200	\$ 100		\$ 200	\$ 150	\$ 2,975
TOTALS				\$ 40,400	\$ 400	\$ 800	\$ 1,100	\$ 100	\$ 4,625	\$ 3,000	\$ 50,426